

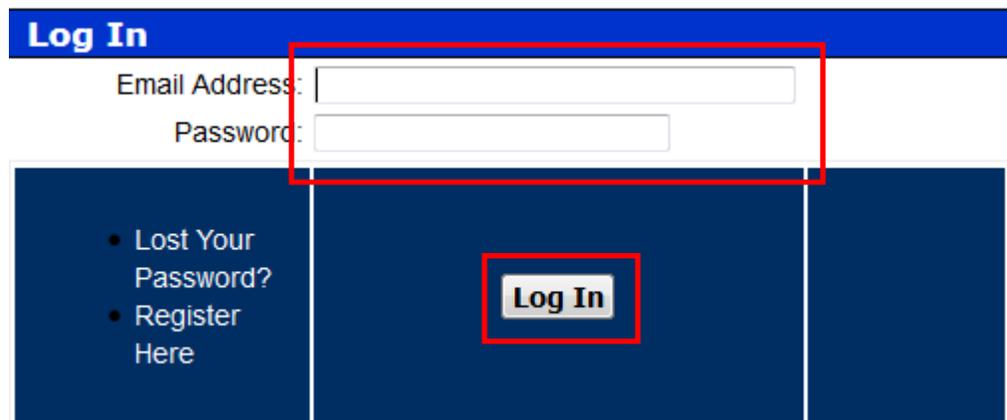
How to View, Modify, or Cancel Your Order

From the bookstore's webpage minnesota.edu/bookstore

Click the **campus** location under **Student Login** for the order.

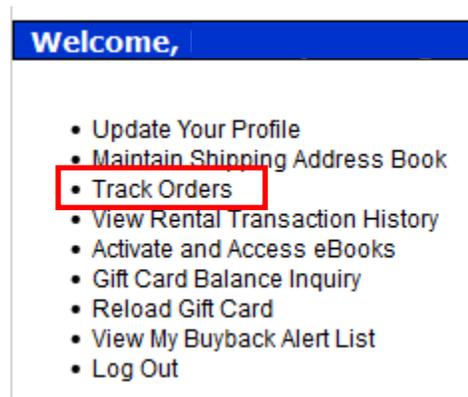


Enter your **account information** (email address and password), and click **Log in**.



A screenshot of the 'Log In' form. The form has a blue header with the text 'Log In'. Below the header are two input fields: 'Email Address:' and 'Password:'. Both input fields are highlighted with a red box. Below the input fields is a 'Log In' button, also highlighted with a red box. To the left of the button, there is a list of links: 'Lost Your Password?' and 'Register Here'.

From the menu option select **Track Orders**.



Only orders with an Order Status of New can be modified or canceled. All other Order Status options allow an order to be viewed. To select the order click **Order Number**.

Your Order History			
Order Number	Order Date	Order Status	Payment Method
1695	7/28/16	New	Gift Card
1689	7/27/16	Refunded	Gift Card
1688	7/27/16	Cancelled	Gift Card
1002	4/19/16	Packed	Financial Aid or Agency
1001	4/19/16	Refunded	Visa
1000	4/14/16	Packed	Visa

Modify: To modify your order choose the **Delete** button to remove an item. To adjust the quantity enter the desired quantity and choose **Update**.

Values in red are estimates; the item quantity has not been completely filled. Values in black are final as the item quantity has been filled.

► Merchandise

Description	Item Option	Number	QTY Ordered	QTY Filled	Extended Price	Shipment #	Status
Under Armour Baseball Hat	- DK GRAY -	2001969	1	0	\$23.99	1	New

Author	ISBN	Usage	Preference	Unit Price	QTY Ordered	QTY Filled	Shipment #	Status
Fall 2016 17: ACCT 1101 Update Action: Do Not Add to Order								
Section: 000536 Location: Instructor: Michele Sumrall-Wilk Course ID: 000536						Delete		
PAYROLL ACCT.,2016 ED.-W/ACCESS		Delete						
BIEG	9781305665910	Required	Used Preferred	\$244.20	1	0	1	New

Cancel: To cancel your order select the **Cancel Entire Order** button

Order Number: 1745

The dollar totals in this order are estimates until the order has shipped.

Order Date: 08/01/16 Order Status: New <div style="border: 1px solid red; display: inline-block; padding: 2px 10px; margin-top: 5px;">Cancel Entire Order</div>	Customer Name: Payment Method: Shipping: Handling: Total Before Tax: Taxes: Grand Total:
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Number of Items: 1 (estimated)
Merchandise Total: \$23.99 (estimated)

Tracking Numbers: Not Yet Available