

How to Order Online

Click on the following link: <http://mstatebookstore.com/online/SelectTermDept.aspx>

Select your courses:

Select **Term** (terms open for ordering are noted with Order Now)

Select **Department**

Select **Course and Section**

Click **Add Selection**

Select Your Courses

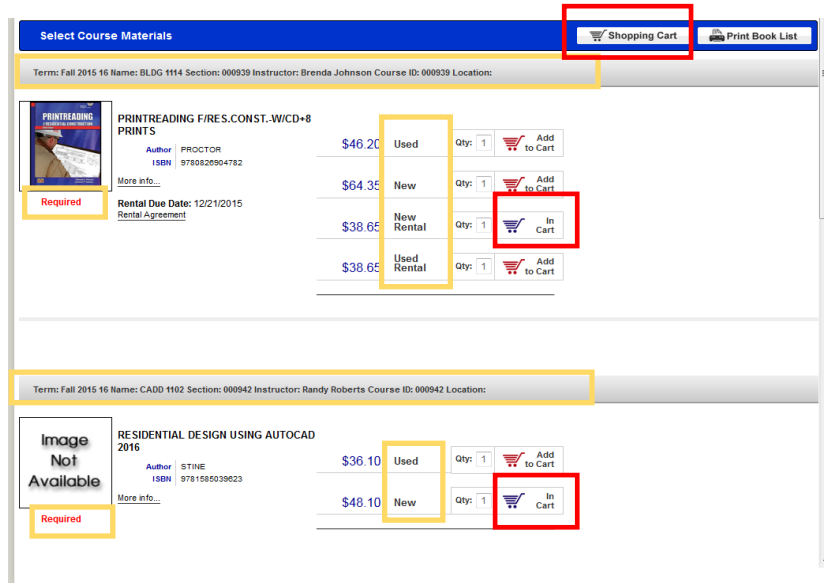
Term	Select Department	Select Course and Section	Add Term/Dept/Section?
SPRING 2017 17 (Order Now) FALL 2016 17 (Closed to Orders)	ACCT ADMM ADMS ADMT ANTH ART BIOL BUS CDEV CHEM COMM CPTR CRJU	1100 - 000801 - Carrie Ward 1110 - 000799 - Carrie Ward 1116 - 000800 - Dixie Fjeld 1128 - 000976 - Carrie Ward	<input type="button" value="Add Selection"/> <input type="button" value="Clear Selection"/>

Repeat selection process until all courses needed have been added and show under *Your Current Course List*. Click **Get Course Materials**

Your Current Course List

Term	Dept	Course	Section	Instructor	Remove?
SPRING 2017 17	ADMS	1110	000799	Carrie Ward	×
SPRING 2017 17	BUS	2150	000936	Leslie Thielen	×

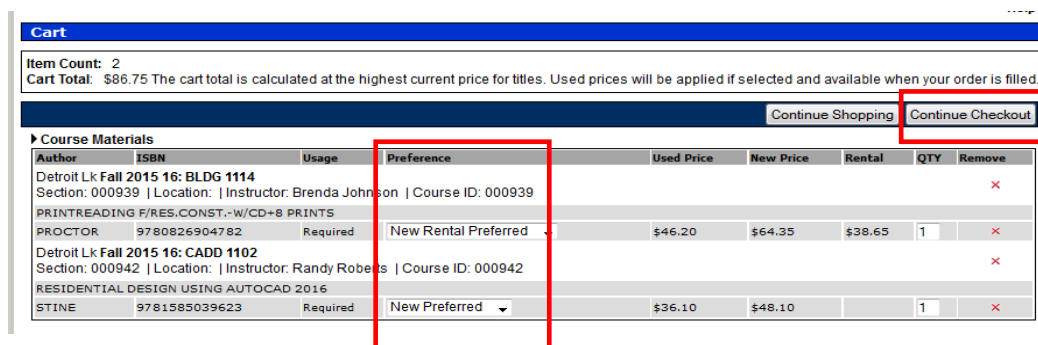
Click **Add to Cart** next to the preferred condition (new or used) for each textbook, and course. Books and materials will be identified as *required, optional, or recommended* for the course. Select textbooks are available for rent, and the same rental terms will apply as they do for students. For information about our rental program visit www.minnesota.edu/bookstore and select *About the Store*.



When your order is complete select **Shopping Cart** at the bottom of the page.



Select your **preferred book format**: *new preferred, used preferred, new rental preferred, or used rental preferred* for each book in your shopping cart. When selecting 'Used Preferred' the store will fill your order first with any *used* copies available. If *used* copies are not available *new* books will be used to fill the order, and the order total updated. When selecting 'New Preferred' the store will fill your order first with any *new* copies available. If *new* copies are not available *used* books will be used to fill the order, and the order total updated.



Select **Continue Checkout**

Select your **Order Preference**: If the instructor changes the course material before your order is processed we will remove unnecessary items. However, for materials the instructor adds or changes for a course, you will need to select your preference here by selecting one of the options.

Store	Course	Section	Professor	Order Update Action	Preference
Detroit Lk	BLDG 1114	000939	Brenda Johnson	Do Not Add to Ord	Used Prefer
Detroit Lk	CADD 1102	000942	Randy Roberts	Add Only Requirec	Used Prefer

I understand that by allowing the bookstore to modify my order based on my instructors' actions, the final total of my order may be increased from that being quoted at this time.

[Continue Checkout](#)

Select the **Checkbox** authorizing the bookstore to modify your order.

Select **Continue Checkout**

If you have previously created an account for online book orders enter the account information and click **Log In**. If not, you will need to create a new account by clicking **Register Here**.

Student Login Faculty Login Order Textbooks

Log In

Email Address: [input] Access Key is [input]

Password: [input] Access Key is p [input]

[Lost Your Password?](#)
[Register Here](#)
[Log In](#)

Select Registration Option

Make a Selection: [Create profile for Browsing and Shopping](#)

If registering for a new account select *Create profile for Browsing and Shopping*, and complete the following screen.

Select desired **Shipping method**

How would you like to receive your order?

[Pickup Order in Store](#)

[Ship Order](#)

*Note: The Store Pickup option for Online orders is available from the Detroit Lakes campus bookstore **only**. Orders must be completed online and can be picked up after receipt of an 'Online order is ready for pickup' email from the bookstore.*

If your profile has not been setup with **Billing Address** and **Shipping Address** information, you will need to complete those sections located on the bottom left side of the page.

Billing Address

Residential Address? Yes No

* First Name:

Middle Initial: (optional)

* Last Name:

Business Name:

* Street Address:

Apt/Suite/PO Box #: (optional)

* City:

* State/Province:

* Zip/Postal Code: -

Country:

* Phone Number:

* Student Number:

* Email:

Please enter your 8-digit M State Student ID number.

Shipping Address

Use the Billing Address for the Shipping Address

Residential Address? Yes No

* First Name:

* Last Name:

Business Name:

* Street Address:

Apt/Suite/PO Box #: (optional)

* City:

* State/Province:

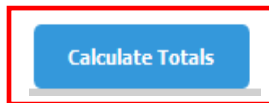
* Zip/Postal Code: -

Country:

* Phone Number:

* Email:

When the address information has been updated, click **Calculate Totals** located under the address sections to refresh the page.



Complete the **Payment Options** section by filling out the required credit card information.

Payment Options

Select your payment type:

Credit Card ▼



Name on Card:

Credit Card Number:

Number: Enter credit card numbers without spaces or dashes. Example: 0123456789101112.

Expiration Date: Select a Month ▼
Select a Year ▼

Security Code:

Code: [Click here to see an example](#)

Order Comments: (Optional)

Current: 0 | Remaining: 200 | Maximum: 200

Submit Order

If your order contains rental textbooks you will also be required to enter securing credit card information, or select the checkbox for use the same card as above.

Click **Submit Order** to finalize your order.

After your order had been placed you will receive an **Order Confirmation** email from the bookstore acknowledging receipt of your order. Once your order has been processed and packaged, you will receive either an **Order is ready for pickup** email for orders placed using the store pickup method, or an **Order has shipped** email with tracking information for orders elected to be shipped.