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**

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**

<table>
<thead>
<tr>
<th>Term</th>
<th>Dept</th>
<th>Course</th>
<th>Section</th>
<th>Instructor</th>
<th>Remove?</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPRING 2017 17</td>
<td>ADMS</td>
<td>1110</td>
<td>000799</td>
<td>Carrie Ward</td>
<td>×</td>
</tr>
<tr>
<td>SPRING 2017 17</td>
<td>BUS</td>
<td>2150</td>
<td>000936</td>
<td>Leslie Thielem</td>
<td>×</td>
</tr>
</tbody>
</table>
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](http://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.

![Select your Order Preference](image)

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**.

![If registering for a new account select](image)

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.

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 Form]

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.