How to Order Online

Log into SpartanNet

Click **Buy Your Books** at the bottom of the page

Click **Add to Cart** next to the preferred condition (new or used, buy or rent) for each textbook, and course. Books and materials will be identified as **required, optional, or recommended** for the course.

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

If this is your first time ordering books, you will need to create an account using your M State email address and using your student ID as your password.

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

Select the Checkbox authorizing the bookstore to modify your order.
Select Continue Checkout

Select Lost Your Password? to have your password emailed to you. The information will be sent to your M State student email account accessible from SpartanNet. Note: make sure to include the _ in your password.

After you have your password or already know your login information, enter your M State student email address (or
email address used to create profile) and password in the Log In fields and click Log In.
Select desired **Shipping method**

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 on the bottom left side of the page to refresh the page.

Complete the **Payment Options** section according to desired tender type.

**A.** Use the dropdown box to select **PSEO** to charge onto your account.
   i. Enter your **Student ID#** in the Account Number field
   ii. Select the checkbox to authorize the purchase to be charged onto your student account

**B.** Otherwise select **Credit Card**.

IF you are renting textbooks, you will need to check the box to agree to the terms of the Rental Agreement (select ‘Rental Agreement’ to see the terms). In addition, a credit card is required to secure your rental. Enter the credit card information in the bottom section.

Select **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 mailed.