How to Order Online

Log into SpartanNet

Click Buy Your Books at the bottom of the page.

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

Your class schedule

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

When your order is complete select **Continue Checkout** at the bottom of the page.
The next screen will show a summary. Click on **Continue Checkout**

**Shopping Cart**

The following drop down box will appear, click your preference and click **Continue**.

In the event the instructor changes the materials for your course, how would you like us to update your order?  

- [ ] Add Only Required  
- [ ] Add All Materials  
- [ ] Do Not Add To Order

**Courses**

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<tr>
<th>Spring 2018 ACCT 1012</th>
<th>SECTION 000677</th>
<th>INSTRUCTOR Dana Haagenson</th>
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<table>
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Updated 9/5/2019
Another drop down box will appear. Select what preference you prefer, New or Used. Click Continue.

The screen changes to show your summary with preferences. Click Payment Options.
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.

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.
We only offer UPS Ground shipping.

**Rental Textbooks:**

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 securing credit card is required for your order which contains a rental textbook. The card you enter must have an expiration date greater than the rental due date. The securing card will only be charged if you do not return your rental book(s) by the due date.
Complete the **Payment Options** section according to desired tender type.

**Charging to Student Account** -

1. Use the dropdown box to select Financial Aid /Agency/PSEO to charge onto your account.
2. Enter your Student ID# in the Account number field.
3. Select the checkbox to authorize the purchase to be charged onto your student account.
4. Click “Submit Payment” to finalize your order.

![Image of Checkout page]

After your order has 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 received either an “Order is ready for Pickup” or an “Order has shipped” email with UPS tracking information.
Charging to Credit Card -

1. Use the dropdown box to select Credit Card.
2. Fill in credit card information.
3. Click “Submit Payment” to finalize your order.

After your order has 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 received either an “Order is ready for Pickup” or an “Order has shipped” email with UPS tracking information.