How to Order Online

Log into SpartanNet

Once logged in scroll down to your class schedule and select **Buy Your Books**

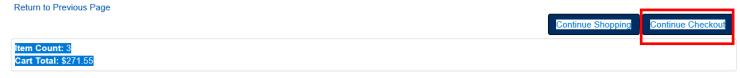
| Your class schedu <mark>le <u>Buy your books</u></mark> | $\bigcirc \texttt{Download PDF} \rightarrow \bigcirc$ |
|---|---|

Select the desired book condition for each item then Add to Cart. Continue Checkout.

| | | | Print Book List | Continue Checkout |
|----------------------------|---|---|-----------------|-------------------|
| Term: Spring 2018 18 Nar | ne: ACCT 1012 Section: 000677 Instructor: Dana Haagenson Course ID: 000677 Location: | | | 9 |
| lmage Not Available | Required BDLE: COLLEGE ACCTING, LL, 1 TERM ACCES Author: HEINTZ ISBN: 9781305930667 Book Notes: | Print \$117.55 New \$82.30 Used | | |
| | Optional 1" Binder in Black SKU: 05036218530 ♥ Item Description | Add to Cart Price \$2.55 Add To Cart | | |
| Term: Spring 2018 18 Nar | ne: ART 1122 Section: 000710 Instructor: John Cox Course ID: 000710 Location: Required | | | e |
| | GARDNER'S ART:WEST.PERS.V.II Author: KLEINER ISBN: 9781305645059 | Print \$186.70 New \$126.00 Used | | |
| | Book Notes: ♥ Summary ♥ Rental Agreement | Rental Due Date: 5/7/20 \$112.00 New \$112.00 Used | | |
| | | Add to Cart |] | |
| | | | | Continue Checkout |

The next screen will show an order summary. Click on Continue Checkout

Shopping Cart



A series of pop-ups will appear, answer the questions and click Continue.

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

| Home | Order Textbooks | Merchandise 🐨 | Student Login 👻 | Faculty Login 👻 | About the Store | |
|--|-----------------|---------------------|------------------------|-------------------------|-------------------------|--|
| Log In | | | | | | |
| Email address, preferably your school email: firstname.lastname@go.minnesota.edu | | | | | ne@go.minnesota.edu | |
| Forgot Your Password? Register Here Login | | lf you have never o | rdered this way before | e, click "Register Here | " and create a profile. | |
| Please enter your login informa | ation | | | | | |

Select continue to checkout

Select whether you want your order shipped or picked up in a M State Campus Store Select your payment option. Screen defaults to Credit Card, change to Financial Aid/ Agency/PSEO to charge to your account. *this option is also for 3rd party students, PSEO students, and anyone registered that wants to charge to their student account.

| | Home | Order Textbooks | Merchandise 🕶 | Log Out 👻 | Faculty | Login |
|---------------------|---------------------|--|---------------------------|-----------------------|----------------------|--------|
| ment Information | | | Ch | neckout | | |
| oose Payment Option | | | Cr | leckoul | | |
| Credit Card | | 1. Select Address | 2. Sł | nipping Method | : | 3. Pay |
| rd Type | | | | | | |
| ISA 🗸 | Payment Information | | | | | |
| d Number | Choose Payment Op | | | | | |
| _ | Financial Aid/Agen | cy/PSEO ✔ | | | | |
| ne on Card | Account Number * | | | | | |
| | By checking this | verification box I authorize the us | e of my available Student | Financial Aid or Ager | ov funds to pay for | |
| piration Date | | dise. Veteran's and PSEO funding | is included | | icy funds to pay for | |
| Month Year V | Order Comments | | Student | t ID# | | |
| rd CVV | | | (not Sta | arID) | | |
| | | | EX: 123 | 45678 | | |
| | | | | | | |
| | Review Cart | lit Cart | | | | |
| Order Comments | | | | | | |
| | | R'S ART:WEST.PERS.V.I 2019 20 ART 1121 000044 000044 | | QTY : 1 | \$114.50 | |
| | Used Onl | | | | | |
| | Submit Payment | | | Grand Total: \$1 | 24.50 | |

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.