Order your Textbooks and Supplies by visiting the Saint Paul College Virtual Bookstore at **saintpaulcollegebookstore.com**

Login to Your Account

- Click **Login** in the upper right hand corner
- Enter your email address and password if you have ordered books previously
- You may select **Forgot Password** if you need to reset it
    - Enter your email address and click **Retrieve Password** an email will be set to you if there is an account with the email address you provided

To Create an Account

- Click **Register Here** then click **Students**
- Complete all of the required fields
    - If you wish to use your Financial Aid you need to enter your **TECH ID** under Additional Information. Your Tech ID is all numbers, contains no letters, and can be found in e-services.
    - By opting in to receive emails you will receive updates only regarding your order
- Click **Submit Profile** once you have filled in all of the fields

You will need your modified view course schedule found in e-services to order your course materials. (The dashboard schedule does not have all of the required information.)

Adding your Class Schedule

- Hover over **Textbooks** then click on **Order Textbooks** in the drop down
- Under Search by Course Click on the **Blue Arrow** to open the drop down
- Then Click on the **Term/Semester** you are ordering materials for
- Enter your class schedule into the system
    - Click on **Department** and then highlight the department code and click on the **4 letters associated with your class**
    - Next click on **Course-Section-Instructor** then highlight and click **on your class** paying attention to the course #-section#- and instructor (note: instructors may have different required materials for the same course)
- A new row will appear after you select your course so that you can enter the next class
- Repeat the steps above until all of your classes have been added
- Then Scroll down to the bottom of the page and click on **View Your Materials**

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Adding the Materials for your Classes

- All of your classes will be listed with the Required, Optional, and Recommended Materials
- Click on the **Circle** next to the item you would like to purchase for your class
- Then Click **Add to Cart**
  - Repeat these steps for all of your classes
- Then scroll to the bottom of the page and click **Continue Checkout**

Shopping Cart

- Review your Shopping Cart you may click on the **x** to remove any items from your cart
- You can also click **Continue Shopping** this will bring you to the previous screen
- From there you can hover over any of the headers to bring up the drop down menu
- Click on the desired category for the item (for example hovering over **School Supplies** and clicking on **Notebooks and Paper** will bring up 27 items to choose from)
- Click on the item you are interested in
- Then click **Add to Cart** and the item will be added to your shopping cart
  - Once you have added the item to your shopping cart you can continue adding items following the steps above
- Once you have added your last item click on **Shopping Cart** or you may click on your cart in the upper right of the screen to review all of the items in your cart

Question to Answer

- Click one of the following to select your preference for your order
  - Add Only Required: we will only add to or change your order if the instructor makes changes for required course materials
  - Add All Materials: all materials (including required, recommended, and optional materials) will be added to your order if your instructor makes any changes to course materials
  - Do not add to Order: no changes will be made to your order even if the instructor changes the course materials
- Click **Continue**

Shipping

- Once you have reviewed your cart click on **Payment Options**
- Review the total amount for your order then click **Continue to Checkout**
- Verify your Billing and Shipping address then click **Continue**
  - You may click on **Change** if you need to modify either address

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- o **Note: due to tax laws we are only able to ship within the state of Minnesota**
- Select Shipping method **UPS Ground $10.00** then click **Continue**
  - o Note: all shipping is free at this time, the $10.00 will be discounted before payment
  - o Shipping your order will take 2-5 days for arrival after your order is processed

If you do not have an address where your textbooks can be delivered, please leave a note in the Order Comments section and also email spcbooks@saintpaul.edu or call 651.846.1422.

Payment with Financial Aid

- In the Choose Payment Option box click on the **Down Arrow** and select **Financial Aid/3rd Party/PSEO**
- Fill in your **TECH ID** in the TECH ID field
- Click the **Box** to authorize the purchase with your Financial Aid
  - o You can check your Financial Aid balance by clicking on **Check Financial Aid Here**
  - o Then you will need to enter your **TECH ID** and click **Submit**
  - o Then click on **Return to Checkout** and click **Continue** until you return to the payment screen
- Enter any special instructions in order comments (if you need to pick up your order on campus)
- Click **Submit Payment**

If your aid is not set up yet you can still order your materials with the $300 charging amount that is available to all students. Any charges made against the bookstore open charge amount becomes the student's responsibility once classes start.

Payment with a Credit Card

- In the Choose Payment Option box click on the **Down Arrow** and select **Credit Card**
- Fill in the required information for Card Type, Name on the Card, Expiration Date, Card CVV (the 3 numbers on the back of the card)
- Click on the **Box** to confirm you have read and agree with the Terms and Conditions
- Enter any special instructions in order comments (if you need to pick up your order on campus)
- Click **Submit Payment**

To Split the Payment with a Credit Card & Financial Aid

- In the Choose Payment Option box click on the **Down Arrow** and select **Financial Aid/3rd Party/PSEO**
- Fill in your **TECH ID** in the TECH ID field
- Click the **Box** to authorize the purchase with your Financial Aid
  - o You can check your Financial Aid balance by clicking on **Check Financial Aid Here**
  - o Then you will need to enter your **TECH ID** and click **Submit**

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- o Then click on **Return to Checkout** and click **Continue** until you return to the payment screen
- Then for the question of: "Would you like to apply a credit card payment to your order before Financial Aid Funds?" Click **Yes**
- Enter the **Amount** for the balance of the Visa Gift Card
- Fill in the required information for Card Type, Name on the Card, Expiration Date & Card CVV
- Enter any special instructions in order comments (if you need to pick up your order on campus)
- Click **Submit Payment**

Email Notifications

- You will receive an email confirmation after your order has been submitted. If you do not receive this email within 24 hours after submitting your order, we did not receive your order
- You will receive emails from us updating you on the status of your order
- You will receive an email when your order has been shipped
- You may also track your order online by logging into your account at **saintpaulcollegebookstore.com** and click on **Track Orders** on your Welcome page

Notes & Reminders

- Keep your emails and all invoices from your order (They are required for returns)
- All returns must be sent back to the Minnesota Textbook Center within the return deadline date
- Orders cannot be picked up or returned in person to the Minnesota Textbook Center
- If you need to pick up your order in person or would like help returning your materials please contact the Campus Store at Saint Paul College

Saint Paul College Campus Store
Monday - Thursday: 9:00am - 4:00pm **Friday:** 9:00am - 3:30pm
Phone: (651) 846-1422
Email: spcbooks@saintpaul.edu

Minnesota Textbook Center
Monday - Thursday: 9:00am - 5:00pm **Friday:** 9:00am - 4:00pm
Email: mntextbooks@minneapolis.edu

Ship Returns to:
Minnesota Textbook Center
1301 Hennepin Ave
Minneapolis, MN 55403

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