Create an Account (This step only needs to be completed once.)

- Go to the Saint Paul College Bookstore at saintpaulcollegebookstore.com
- Click “Log In” in the upper right hand corner
- Click “Register Here” then click “Students”
- Complete all required fields. (Please include a valid email address. This is how the Virtual Bookstore communicates with you regarding order status.)
- Click “Submit Profile”

Order Textbooks and Supplies

*You will need your modified view course schedule (dashboard schedule doesn’t have the proper information).

- Click “Textbooks” then “Order Textbooks” in the horizontal menu. (make sure you are logged in)
- Under “Search by Course”, use the drop down icon and click on the term/semester.
- Enter your class schedule into the system
  - Next “Select Department” click your class department code
  - Next “Select Course-Section-Instructor” click on your class course # - section # - instructor
  - Repeat these steps for each course you are registered for
- Scroll down and click “View Your Materials”
- Add the items you wish to purchase to your cart
- Click “Continue Checkout”
- If quantities are correct click “Continue Checkout”

Question to Answer

- Click one of the following to select your preference for your order, then click “Continue”
  - “Do not add to Order:” no changes will be made to your order even if the instructor changes the 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
  - “Add Only Required:” we will only add to or change your order if the instructor makes changes for required course materials
Payment & Shipping Method

- Click “Payment Options”
- Select Shipping method: Ship to Campus Store or Ship to Residential Address then click Continue
  - Pick up will be in the L590. Takes 3-5 days for arrival after order is processed. No shipping costs during the financial aid charging period.
  - Shipping your order will take 3-5 days for arrival after your order is processed. Free shipping is offered during the financial aid charging period.
- Click “Continue”
- Enter your payment Option Credit Card or Financial Aid
  - For financial aid, PSEO/Gateway, Third Party, and Veteran’s: you must enter your Star ID number
- Click on the link to check what is covered by your financial aid before checking out.
- Enter any special instructions in order comments (type of financial aid, voucher etc.)
- 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 or when it is ready to be picked up at Saint Paul College.
- You may also track your order online by logging into your account at saintpaulcollegebookstore.com and clicking on Track Orders on your Welcome page.

Notes & Reminders

- Keep your emails and all invoices from your order. (They are required for all returns).
- All returns must be sent back within the return deadline date stated on your receipt.