

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 **STUDENTS: CREATE PROFILE FOR BROWSING AND SHOPPING**
- 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**

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
- Click on **Checkout** once you review the items in your cart

Questions to Answer

- If the condition (New/Used) of a textbook you order is no longer available, may we substitute with another condition?
 - I agree is the default and must be agreed to, to proceed
- In the event the instructor changes the materials for your course, how would you like us to update your order? Select one
 - **Add Only Required**
 - **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 **SAVE**
- If course materials are added to your order, what condition would you prefer?
 - **New**
 - **Used**
- Click **SAVE**

Shopping Cart

- Once you have reviewed your cart click on **Payment Options**
- Select Shipping method **Free Textbook Shipping** then click **Save & Continue**
 - Shipping your order will take 2-5 days for arrival after your order is processed
- Select your **Shipping Address** or you can click on the **+** to Add a New Address

Checkout

- Select either **Credit Card** or **Student Charging/FA/PSEO/etc.**

Payment with a Credit Card

- Click on the **Down Arrow** to select the **Credit Card** Type
- Fill in the required information for Card Number, Name on the Card, Expiration Date, Card CVV (the 3 numbers on the back of the card)
- Click on the **Box** to confirm you authorize the charge
- If you would like to pick up your order at Saint Paul College leave a note in the **Order Comments Section**, and you will be notified when your order arrives at the Campus Store for pick up
- Click **Save & Continue**
- Click **PLACE ORDER**

Payment with Student Charging/FA/PSEO/etc

- Fill in your **TECH ID** in the TECH ID field
- Click the **Box** to authorize the purchase with your Financial Aid
 - You can check your Financial Aid balance by clicking on **Check Financial Aid Here**
- If you would like to pick up your order at Saint Paul College leave a note in the **Order Comments Section**, and you will be notified when your order arrives at the Campus Store for pick up
- Click **Save & Continue**
- Click **PLACE ORDER**

To Split the Payment with a Credit Card & Financial Aid

- In the Choose Payment Option box select **Student Charging/FA/PSEO/etc**
- Fill in your **TECH ID** in the TECH ID field
- Click the **Box** to authorize the purchase with your Financial Aid
 - You can check your Financial Aid balance by clicking on **Check Financial Aid Here**
- Would you like to apply a credit card payment to your order before applying your SFA funds? Select **Yes**
- Enter the amount you would like to apply to your credit card in the **Additional Payment Amount box**
- Click on the **Down Arrow** to select the **Credit Card** Type
- Fill in the required information for Card Number, Name on the Card, Expiration Date, Card CVV (the 3 numbers on the back of the card)

- If you would like to pick up your order at Saint Paul College leave a note in the **Order Comments Section**, and you will be notified when your order arrives at the Campus Store for pick up
- Click **Save & Continue**
- Click **PLACE ORDER**

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.

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 or you may bring them to the Saint Paul College Campus Store during store hours
- Orders cannot be picked up or returned in person to the Minnesota Textbook Center

Saint Paul College Campus Store

Phone: (651) 846-1422

Email: spcbooks@saintpaul.edu

Minnesota Textbook Center

Email: mntextbooks@minneapolis.edu

saintpaulcollegebookstore.com | 651.846.1422 | spcbooks@saintpaul.edu

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