



**Minnesota
North College**

A Member of Minnesota State

College Store – Textbooks and Materials

How do I place my order for books?

Students will place orders for required textbooks and materials online! If you need more help, book pick-up and assistance is available in each campus store. Campus bookstore hours, phone number, and person of contact information is available on the main website, as well as a link to the campus bookstore website. **For steps on how to place an order online for textbooks and materials, please turn this page around.**

What do I need in order to purchase my books for my classes?

- Class schedule
- Tech ID (all numbers, found in the top right corner of E-Services)
- Payment method (card, charge to student account, financial aid, etc.)
- Shipping address OR pick up from campus bookstore

What else can I purchase from the bookstore?

Besides textbooks and other course materials, each campus store has a wide variety of campus apparel. Items do vary by store, but it is a great place to find campus apparel! Find your next favorite sweatshirt, coffee cup, or even purchase a snack.

What if I have more questions?

Scan this code to bring you to our college stores page on the website! You can also email collegestore@minnesotanorth.edu OR call **218-403-9202**. Please don't hesitate to reach out if you need help.

minnesotanorth.edu/student-services/college-stores/



How to Purchase Textbooks

To view and purchase textbooks/course materials visit store.minnesotanorth.edu/home

1. Before ordering, make sure these items are accessible to you.

- Class Schedule
- Minnesota North Tech ID (all numbers, found in the top right corner of E-Services)
- Form of payment (Credit/Debit, charge to student account (ex. financial aid, third party, PSEO, VETS))
- Shipping Address (or pickup at your local campus store)

2. Go to the **TEXTBOOKS** tab and click **ORDER TEXTBOOKS**. In order to view what books are needed, enter your class schedule.

- Select the term
- Select your class department code (ex. BIOL)
- Select your course number and section (ex. 1117-02)
- Repeat this for all courses on your schedule
- Click **VIEW MATERIALS**

3. Add Materials and Supplies

Add your preferred condition of the textbooks/materials to your cart.

- Add the books to your cart and click **CONTINUE CHECKOUT**
- From the pop-ups, select your preferences for any instructor changes to the course materials and format preferences.

4. Create an Account or Login

All customers need an account to place an order! If you have created an account this past summer you will need a login prior to checkout. You can use any email to set up an account. This account is **ONLY** for the Minnesota North College Store. This account is **NOT ATTACHED** to your Star ID or college email.

- Log in if you already have an account
- Click **REGISTER HERE**, then **CREATE A PROFILE**
- Complete all required fields

5. Financial Aid and Shipping

On the checkout page, you can check which items in your cart can be charged to your student account.

- Click on the **BLUE LINK**.
- Select **SHIPPING** or **PICK UP AT STORE** (Choose your home campus)
- Verify your billing and shipping address
- Click on your shipping method

6. Payment Method

You can pay with a credit/debit card or add your purchase to your student account (during the charging window). If you are using specialty funding (PSEO, GI Bill, third party) please note that in the comments.

- To pay with a credit card, enter all the required fields
- To add charges to your student account, select **STUDENT CHARGING** in the dropdown box under **CHOOSE PAYMENT OPTION** and enter your tech ID (all digits)
- If your financial aid doesn't cover the entire amount, put the remaining balance on a credit/debit card. Enter your card number, click **FINANCIAL AID**, then click "Yes, I would like to apply a payment" (**YOU are responsible for any chages on your student account not covered by financial aid or any other third party**)

Email Notifications

You will receive an email confirmation after your order has been submitted. You will receive emails from collegestore@minnesotanorth.edu regarding the status of your order.