

# SIMPLE STEPS FOR ORDERING YOUR TEXTBOOKS

Order textbooks for East Grand Forks, Thief River Falls, and Distance Learning in one place:

**thenorthlandstore.com**

## 1 Create an Account

In order to place an online order you will need to create an account with the Northland Store. If you already have an account you will need to log in before you checkout.

- Click LOGIN in the top right-hand corner.
- Click STUDENTS/GUESTS: CREATE A PROFILE FOR BROWSING AND SHOPPING
- Complete all required fields. (Please include a valid email address. This is how the Textbook Center communicates with you regarding your order status.)

## 2 Class Schedule

Go to the TEXTBOOKS tab and click ORDER TEXTBOOKS. In order to view your materials, enter your class schedule using the drop-down menus.

- Select the term
- Select your class department code (ex. BIOL)
- Select your course number & section number (ex. 1117 03)
- Repeat for all your classes, then click VIEW MATERIALS

## 3 Add Your Materials & Supplies

Here you will add the books to your cart then select the preferred condition of the books.

- Add the books to your cart and click CONTINUE CHECKOUT
- If your instructor makes changes to the course materials, select your preference:
  - Add Only Required: All additional required materials will be added to your order
  - Add All Materials: All additional materials will be added to your order (including Optional, etc.)
  - Don't Add to Order: Nothing will be added to your order

## 4 Select Shipping Method

Select PICK UP at Thief River Falls or East Grand Forks -or- SHIPPING

- Pick up in store takes approximately 2 business days
- Shipping will take 2-3 business days
- If you choose shipping, verify your shipping address
- Free textbook shipping goes all year round!

## 5 Payment Options

You can pay with a credit card or charge your order to your student account (when charging is open). If you are using specialty funding (PSEO or 3rd Party), please note it in the Order Comments.

- To pay with a credit card, enter in all the required fields
- To add the purchase to your student bill, select STUDENT CHARGING & enter your Northland TECH ID
  - You can check to see which items in your cart can be charged to your student account -- just click on the Check Financial Aid Here link
- Click the PLACE ORDER button.

## 6 Email Notifications

You will receive an email confirmation after your order has been submitted. You will receive emails from mntextbooks@minneapolis.edu updating you on the status of your order.

You can also check your order status by logging in to your online account and clicking TRACK ORDERS.



**MN Textbook Center**

mntextbooks@minneapolis.edu