



PSEO Online Textbook Ordering Instructions

You will need your Class Schedule and your Student ID number to order textbooks.

*Your Student ID is an 8 digit number. It is NOT your Star ID number.

Go to: <http://www.mnwest.edu/index.php/bookstore/order-books> and select your campus bookstore.

<p>Select Canby Bookstore To order books for: Canby, Granite Falls & Pipestone students</p>	<p>Select Jackson Bookstore To order books for: Jackson students</p>	<p>Select Worthington Bookstore To order books for: Worthington, Luverne, Online & all nursing students</p>
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1. If this is your first time using the site, you will need to create a user Profile. Choose **Log In** from the Orange Navigation Bar. Next choose **Register Here**. Then select **Create a profile for Browsing and Shopping**. Complete the online registration form and press the **Register** button on the bottom right to process the registration. Be sure to save your username and password as you will need them each time/semester that you shop.
2. Hover over **Textbooks** on the Orange Navigation Bar and scroll down to again select your campus.
3. To Select Your Courses, choose your **Term** and the **Department** list will display.
4. Using your Class Schedule, select the **Department** name (e.g., ACCT) of one of your courses. The **Course and Section** list for that department will display.
5. From the **Select Course and Section** list, highlight your **Course and Section**. Then press the blue **Add Selection** button.
6. Repeat steps 5 and 6 for each class in which you are enrolled.
7. When finished making course selections, scroll down and review **Your Current Course List**. When you are satisfied, press the blue **Get Course Materials** button.
8. Choose new or used for each textbook and then add to your Cart.
9. Answer any necessary order questions and select **Continue to Checkout**.
10. Choose **Campus Pick-up** or **Ship Order**.

11. Enter payment information.
 - a. Select this option - Financial Aid/3rd Party/VA/PSEO/NELNET (based on your Student ID the system will know in which category you fall).
 - b. If you get an error or your order fails, review the message and proceed as instructed.
 - c. You may add any notes in the free type box at the bottom before pressing the final submit button.

12. When your selections are complete and you are ready to finalize your order, press the blue **Submit Order** button. Wait for your confirmation number. This number is **IMPORTANT** and should be saved because it is specific to your order and aids us when you make any inquiries regarding your purchase.

*Note: If you don't get a confirmation number, your order **DID NOT** get placed.*

13. After placing your order, you will receive status report emails as your order progresses. It is very important to check the email that you provided to us. If there are any delays, complications, or payment problems with your order, we communicate through the email address you provide at the time of check out. Please be prompt in responding so we can in turn get your order delivered to you in a timely fashion.