



**Minnesota  
North College**

# Ordering Textbooks Online

If you already have your course schedule and MNC ID (Tech ID) skip to page 5.

If you need to find your course schedule OR your MNC ID (Tech ID) continue to the next page for instructions on what to look for in your E- Services account.

- 1. Log into your E Services account
- 2. Right click on “Campus Store” and click “Open link in new tab”



**Student e-services**

- Dashboard
- Home
- Account Management
- Courses & Registration
- Academic Records
- Financial
- Housing
- Bills and Payments
- Student Services
- Contact Us
- Campus Store**
- College Information

**My Dashboard**

MNC ID [redacted] | [My Profile](#) | [Logout](#)  
[Switch to Employee e-Services](#)

Welcome to Minnesota State Colleges & Universities eServices.

**Action Items**

- [Personal - Military and Veteran Status](#)

**Class Schedule**

Summer 2022

| Class | Days | Time | Bldg/Room |
|-------|------|------|-----------|
|       |      |      |           |

Academic Year 2023

| Status          |
|-----------------|
| Nothing on file |
| Nothing on file |

# Things you need from E Services:

1. Your MNC ID (Same as your Tech ID)
2. Your Schedule

**Minnesota North College**

**Student e-services**

- Dashboard
- Home
- Account Management
- Courses & Registration
- Academic Records
- Financial Aid
- Housing and Dining
- Bills and Payment
- Student Employment
- Contact Us
- Campus**
- College Store

**My Dashboard** MNC ID [REDACTED] | [My Profile](#) | [Logout](#)  
[Switch to Employee e-Services](#)

Welcome to Minnesota State Colleges & Universities eServices.

**Action Items**

[Personal - Military and Veteran Status](#)

**Class Schedule**

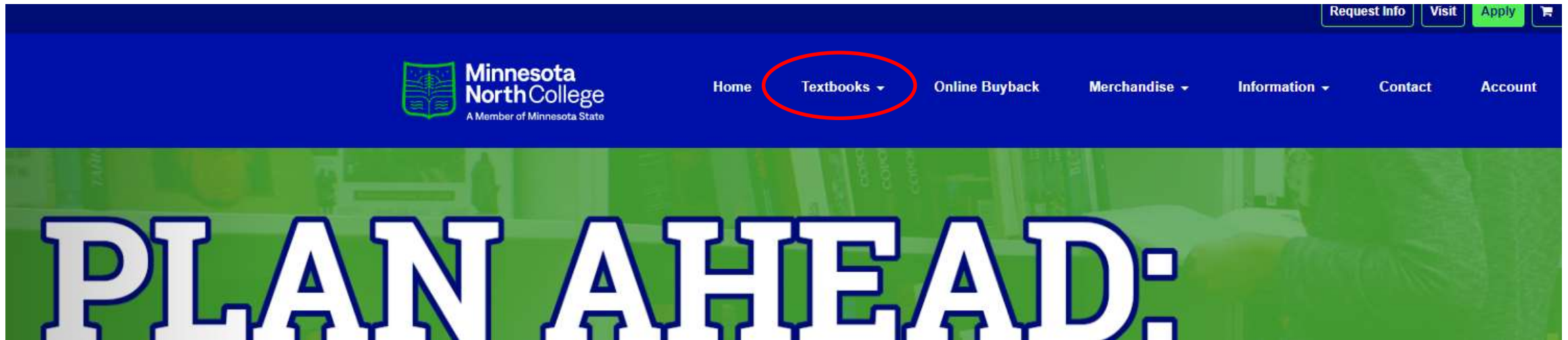
▼ Current Term: Summer 2022

| School                 | Class | Days | Time | Bldg/Room |
|------------------------|-------|------|------|-----------|
| ▶ Next Term: Fall 2022 |       |      |      |           |

**Financial Aid - Academic Year 2023**

| School      | Status          |
|-------------|-----------------|
| MN North    | Nothing on file |
| Metro State | Nothing on file |

1. Navigate to Campus Store tab (web address if not opened from E Services <http://store.minnesotanorth.edu>)
2. Click on Textbooks
3. Click Order My Books



1. At the bottom of the screen check “I have read and understand the Bookstore policies.”
2. View and Order Textbooks box will appear in blue, click the box.

▪ Notify College store of noticeable damage to books prior to using them.

Please check here to indicate that you have read and accept the terms of this agreement.

I have read and understand the Bookstore policies.

[Click here for Policies](#)

Please check here to indicate that you have read and accept the terms of this agreement.





I have read and understand the Bookstore policies.

**View Or Order Textbooks**


[Click here for Policies](#)


Select “Your Term” (Fall 22)

Search by Course

   Department  Course-Section-Instructor 

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 Add Another Course

 View Your Materials

# Select “Department”


(You may find this information on your Student Schedule)


Search by Course

   Department  Course-Section-  
Instructor 

FALL 22 (Order Now)

---

 Add Another Course

 View Your Materials



# Select “Department”

(You may find this information on your Student Schedule)

The screenshot shows a web interface titled "Search by Course". On the left, there is a green checkmark icon and the text "FALL 22 (Order Now)". In the center, there is a search input field with a magnifying glass icon on the left and the text "Department" inside. Below the input field is a dropdown menu with the following options: ACCT, ADDS, ALHE, ANSH, ANTH, ART, ASES, and BIOL. To the right of the input field, there is another magnifying glass icon and the text "Course-Section-Instructor". At the bottom left, there is a blue plus icon and the text "Add Another Course". At the bottom right, there is a green circular icon with a white right-pointing arrow.

# Select correct “Course”, correct “Section”, and correct “Instructor”

(You may find this information on your Student Schedule)

Search by Course

✓ FALL 22 (Order Now) 🔍 COMM 🔍 Course-Section-Instru

- 1210 -01 -Brown
- 1210 -02 -Brown
- 1210 -03 -Brown
- 1210 -04 -Brown
- 1215 -01 -Holm
- 1215 -02 -Holm
- 1215 -03 -Brown
- 1215 -04 -Werschay

Search by Course

✓ FALL 22 (Order Now) 🔍 COMM 🔍 1210 -04 -Brown

---

✓ FALL 22 (Order Now) 🔍 Department 🔍 Course-Section-

# Add Multiple Courses

Repeat process for each course as shown below

(This allows the books needed for all your courses to be ordered at the same time.)

The screenshot shows a 'Search by Course' interface with a dark blue header. Below the header, there are four rows of course information, each starting with a green checkmark icon. The first three rows are fully populated with course details, while the fourth row has a dropdown menu open for the department field.

| Course Status       | Department | Course-Section-Instructor |
|---------------------|------------|---------------------------|
| FALL 22 (Order Now) | COMM       | 1210 -04 -Brown           |
| FALL 22 (Order Now) | HIST       | 1211 -03 -DelCaro         |
| FALL 22 (Order Now) | BIOL       | 2372 -01 -Arrowood        |
| FALL 22 (Order Now) | Department | Course-Section-Instructor |


The dropdown menu for the 'Department' field in the fourth row is open, showing a list of department codes: ACCT, ADDS, and ALHE.

# Click View Your Materials

The screenshot shows a user interface for selecting courses. At the top, there are three search filters: a green checkmark, a search icon with the text 'FALL 22 (Order Now)', and another search icon with the text 'BIOL'. Below these, there are two course entries. The first entry is 'FALL 22 (Order Now)' with a search icon and the text 'BIOL', followed by another search icon and the text '2372 -04 -Giermann'. The second entry is 'FALL 22 (Order Now)' with a search icon and a dropdown menu that is currently open, showing a list of department codes: ACCT, ADDS, ALHE, ANSH, ANTH, ART, ASES, and BIOL. To the right of the dropdown menu is another search icon and the text 'Course-Section-Instructor'. At the bottom left, there is a blue plus icon and the text 'Add Another Course'. At the bottom right, there is a green circular icon with a right-pointing arrow and the text 'View Your Materials'.

This page will show all the **Optional** and **Required** books for the courses you previously entered.

Term: Fall 22 | Name: BIOL 2372 | Section: 04 | Instructor: Giemann | Course ID: 0005



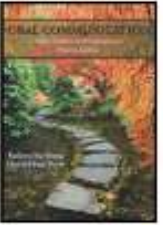
Required ←

**HOLE'S HUMAN ANAT.+PHYS.-  
CONNECT ACCESS**

Author: WELSH  
Edition: 16TH 22

1. Select the price (New or Used) for each book.
2. Select “Add to Cart” for each book.

Term: Fall 22 | Name: COMM 1210 | Section: 04 | Instructor: Brown | Course ID: 000029 | Location:



**Required**

**ORAL COMMUNICATION**

Author: YOUNG  
Edition: 4TH 18  
Published Date: 2018  
ISBN: 9781478635796  
Publisher: WAVELAND

Book Notes:  
 Summary


**Print**

\$34.00 New  
 \$25.50 Used

**Add to Cart**

Click “Continue Checkout”

Term: Fall 22 | Name: HIST 1211 | Section: 03 | Instructor: DelCaro | Course ID: 000126 | Location:



**Required**

**WHO BUILT AMERICA? V.ONE**

Author: CLARK  
Edition: 3RD 08  
Published Date: 2008  
ISBN: 9780312446918  
Publisher: MAC HIGHER

Book Notes:

- Summary

**Print**  
\$86.50 New  
Added to Cart  
[Remove](#)

**Continue Checkout**

Click “Continue Checkout” or “Continue Shopping”

## Shopping Cart

[Return to Previous Page](#)



[Continue Shopping](#)

[Continue Checkout](#)

**Item Count:** 9

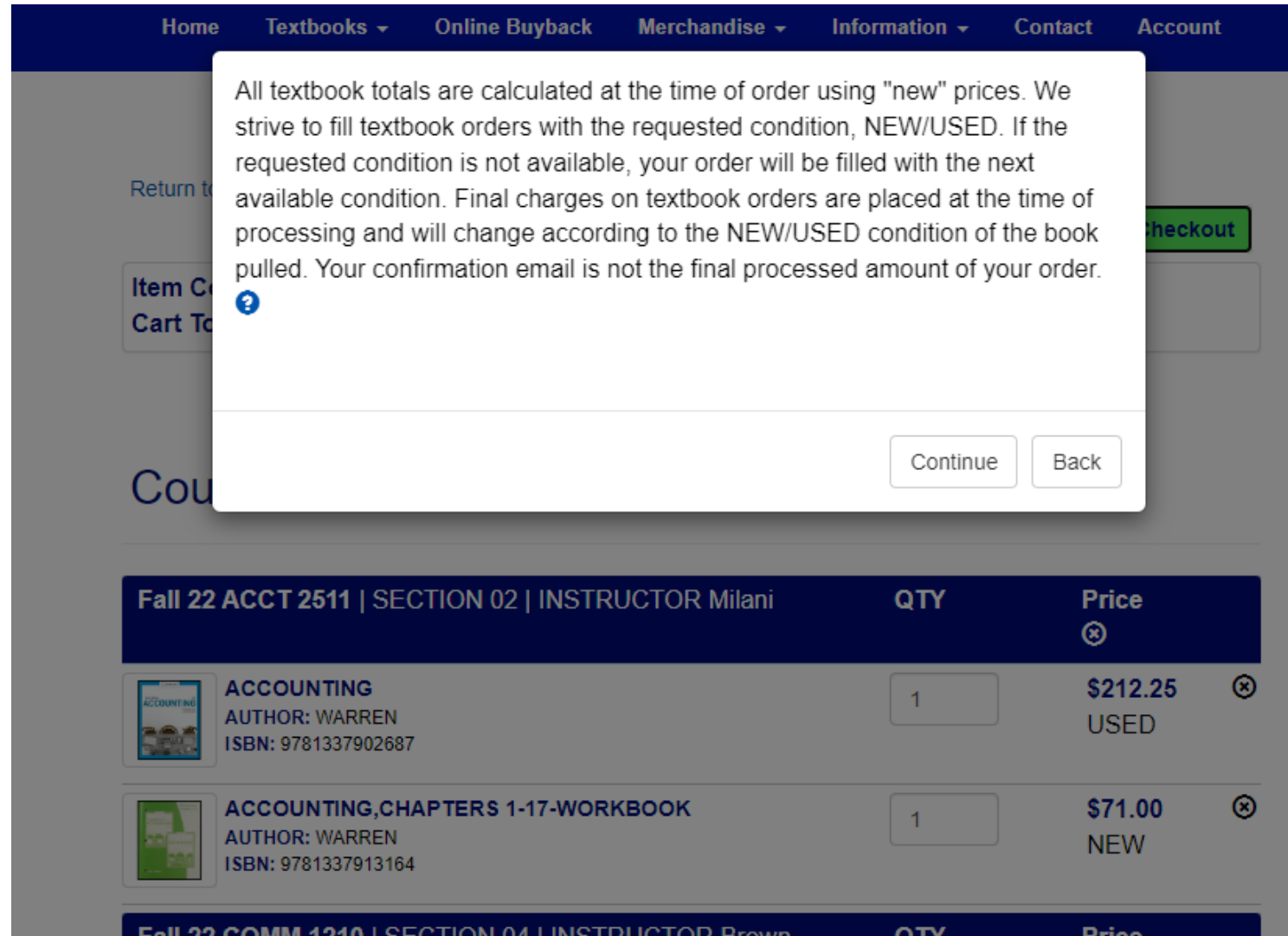
**Cart Total:** \$802.00

## Courses

| Fall 22 ACCT 2511   SECTION 02   INSTRUCTOR Milani                                  |  | QTY                            | Price                   |   |
|---|--|--------------------------------|-------------------------|---|
|  | <b>ACCOUNTING</b><br>AUTHOR: WARREN<br>ISBN: 9781337902687                         | <input type="text" value="1"/> | <b>\$212.25</b><br>USED | ⊗ |
|  | <b>ACCOUNTING, CHAPTERS 1-17-WORKBOOK</b><br>AUTHOR: WARREN<br>ISBN: 9781337913164 | <input type="text" value="1"/> | <b>\$71.00</b><br>NEW   | ⊗ |



# Answer questions based on your preferences



Home Textbooks Online Buyback Merchandise Information Contact Account



Return to  
Item C  
Cart T

Checkout

Account

All textbook totals are calculated at the time of order using "new" prices. We strive to fill textbook orders with the requested condition, NEW/USED. If the requested condition is not available, your order will be filled with the next available condition. Final charges on textbook orders are placed at the time of processing and will change according to the NEW/USED condition of the book pulled. Your confirmation email is not the final processed amount of your order.

Continue Back

| Fall 22 ACCT 2511   SECTION 02   INSTRUCTOR Milani                                  |  | QTY | Price            |
|---|--|-----|------------------|
|  | <b>ACCOUNTING</b><br>AUTHOR: WARREN<br>ISBN: 9781337902687                         | 1   | \$212.25<br>USED |
|  | <b>ACCOUNTING, CHAPTERS 1-17-WORKBOOK</b><br>AUTHOR: WARREN<br>ISBN: 9781337913164 | 1   | \$71.00<br>NEW   |

Fall 22 COMM 1210 | SECTION 04 | INSTRUCTOR Brown

# Click "Payment Options"

## Shopping Cart


[Return to Previous Page](#)

[Continue Shopping](#)

[Payment Options](#)

Item Count: 9


Cart Total: \$802.00

Cart Total With Substitutions: 

\$962.75

## Courses

Fall 22 ACCT 2511 | SECTION 02 | INSTRUCTOR Milani

Preferences: 

Substitute: YES

Update Order: ADD ONLY REQUIRED

Update Preference: USED

QTY

Price



ACCOUNTING

AUTHOR: WARREN

ISBN: 9781337902687

1

\$212.25

USED



Substitute: YES 

# Select “Register Here”

(First order with Minnesota North College Store will require new account.)



## Log In

The image shows a login form with a white background and a dark blue border. It contains two input fields: "Email Address: \*" and "Password". Below the fields are two links: "Forgot Your Password?" and "Register Here", with the latter circled in red. A dark blue "Login" button is positioned below the links. At the bottom of the form, there is a text prompt: "Please enter your login information".

\*If you ordered summer books, you do not need to create a new account.

Select “Create profile for Browsing and Shopping”  
(This is a new account for Minnesota North College Store.)

## Select Registration Type

| Registration Options                                     |
|--|
| <b>Make a Selection:</b>                                 |
| <a href="#">Create profile for Browsing and Shopping</a> |
| <a href="#">Create profile for Faculty Adoptions</a>     |

---

# Complete “Customer Registration”

(All will need to create a profile for Minnesota North College Store.)

## Customer Registration

\* = Required

**Username / Password**

|  |   |
|--|---|
| <input type="text" value="Email Address *"/>         | <input type="text" value="Password *"/>         |
| <input type="text" value="Confirm Email Address *"/> | <input type="text" value="Confirm Password *"/> |

**Challenge Question**

This security question will be used to verify who you are in the event you forget your user password. Please select one security question from the choices available and enter an answer in the box provided.

**Challenge Question:**  **Challenge Answer:**

**Billing Address**

\*Residential Address?  Yes  No

|   |                                     |
|---|-------------------------------------|
| <input type="text" value="First Name *"/> | <input type="text" value="City *"/> |
|---|-------------------------------------|

# Click “Submit Profile”

(See page one for instructions on locating student ID.)

### Additional Information

|   |  |
|---|--|
| <input type="text" value="Student ID *"/> | <input type="text" value="Graduation Year"/> |
|---|--|

Please enter your NEW 8 digit Minnesota North TECH ID #. If you are not a student or faculty, please enter your 10 digit phone number.

**Degree Goal:**

|   |                                    |
|---|------------------------------------|
| <input type="text" value="Not Applicable"/> ▼ | <input type="text" value="Other"/> |
|---|------------------------------------|

### Email Opt In/Out

I want to receive emails particular to my school.

**Submit Profile**

Login or Select “Forgot your password”  
(If you have already ordered books online this summer from the  
Minnesota North College Store.)



## Log In

[Forgot Your Password?](#)  
[Register Here](#)  
  

Please enter your login information

Select "Pickup Order" or "Ship Order"  
based on your preference

## Checkout

1. Select Address

2. Shipping Method

3. Payment Options

Planning on paying with  
Student Account Charging?



[Click here to see what items in your cart are covered by your Financial Aid funds.](#)

- or -

How would you like to  
receive your order?

**Pickup Order**

**Ship Order**

There may be some differences in available payment options based on the selection for how to receive your order.

### Your Order

[View Cart](#)

(Estimates)

|                      |          |
|----------------------|----------|
| Number Of Items:     | 9        |
| Course Materials:    | \$802.75 |
| Merchandise Item(s): | \$160.00 |
| Shipping:            | \$0.00   |
| Handling:            | \$0.00   |
| Total Before Tax:    | \$962.75 |
| Estimated Taxes:     | \$0.00   |

**Grand Total: \$962.75**

### Need Help?

Call us: 218-403-9202

Hours: Monday - Friday, 9:00 am - 3:00



1. Verify or Enter Information Required
2. Click “Continue”

1. Select Address      2. Shipping Method      3. Payment Options

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## Billing Address Change

**Carly Wogen**  
1900 Camp St  
Ely, MN 55731 -  
United States  
Phone: (218) 235-2112  
carlene.wogen@minnesotastate.edu  
Student ID: 12345678  
Residential Address? Yes

If planning to pay by credit card, the billing address on the order must match the billing address on the card.

**Continue**

## Your Order View Cart

(Estimates)

|                      |                 |
|----------------------|-----------------|
| Number Of Items:     | 9               |
| Course Materials:    | \$802.75        |
| Merchandise Item(s): | \$160.00        |
| Shipping:            | \$0.00          |
| Handling:            | \$0.00          |
| Total Before Tax:    | \$962.75        |
| Estimated Taxes:     | \$0.00          |
| <b>Grand Total:</b>  | <b>\$962.75</b> |

## Need Help?

Call us: 218-403-9202

- For “Pickup Order” -
1. Select “Pickup Method”
  2. Click “Continue”

1. Select Address      **2. Shipping Method**      3. Payment Options

### Choose Pickup Method

[Show Shipping Policy](#)

Pickup at Hibbing Camj ▼

You will receive a second email after your order is packed. Then you may proceed to Hibbing campus for pickup.

**Continue**

### Your Order [View Cart](#)

(Estimates)

|                      |                 |
|----------------------|-----------------|
| Number Of Items:     | 9               |
| Course Materials:    | \$802.75        |
| Merchandise Item(s): | \$160.00        |
| Shipping:            | \$0.00          |
| Handling:            | \$0.00          |
| Total Before Tax:    | \$962.75        |
| Estimated Taxes:     | \$0.00          |
| <b>Grand Total:</b>  | <b>\$962.75</b> |

### Need Help?

Call us: 218-403-9202

For “Shipping” -

1. Select “Shipping Method”
2. Click “Continue”

1. Select Address      2. Shipping Method      3. Payment Options

## Choose Shipping Method

[Show Shipping Policy](#)

Ground Shipping est. \$1

### Your Order [View Cart](#)

|                      |                 |
|----------------------|-----------------|
| Number Of Items:     | 9               |
| Course Materials:    | \$802.75        |
| Merchandise Item(s): | \$160.00        |
| Shipping:            | \$0.00          |
| Handling:            | \$0.00          |
| Total Before Tax:    | \$962.75        |
| Estimated Taxes:     | \$11.80         |
| <b>Grand Total:</b>  | <b>\$974.55</b> |

# Add your Payment Information – Credit Card

(Click arrow under “Choose Payment Option” to find “Credit Card”)

1. Select Address      2. Shipping Method      3. Payment Options

### Payment Information

**Choose Payment Option**

Credit Card ▾

**Card Type**

VISA ▾

**Card Number**

**Name on Card**

**Expiration Date**

Month ▾    Year ▾

**Card CVV**

### Your Order

[View Cart](#)

|                      |                 |
|----------------------|-----------------|
| Number Of Items:     | 9               |
| Course Materials:    | \$802.75        |
| Merchandise Item(s): | \$160.00        |
| Shipping:            | \$6.00          |
| Handling:            | \$0.00          |
| Total Before Tax:    | \$968.75        |
| Estimated Taxes:     | \$11.80         |
| <b>Grand Total:</b>  | <b>\$980.55</b> |

[Submit Payment](#)

# Add your Payment Information – Other Forms of Payment

(Click arrow under “Choose Payment Option” to find “Student Account Charging”)

\*If you select Student Account Charging, your Account Number can be found in E Services (MNC ID/Tech ID)

\*\* If you are a PSEO student or paying via 3<sup>rd</sup> Party, please write that in order comments

**Choose Payment Option**

Student Account Charging ▾

Account Number \*

By checking this box, you authorize the school to charge your course books and materials to your Student Account.

[Click here to see what items in your cart are covered by your Financial Aid funds.](#)

Would you like to apply a payment to your order before applying your SFA funds?

Yes  No

Order Comments

# Click “Submit Payment”

|  |                                 |
|--|---------------------------------|
|  <b>VET TECH KIT</b><br>Item: 2000289 | <b>QTY: 1</b> <b>\$160.00</b>   |
| <hr/>  |                                 |
| <b>Submit Payment</b>  | <b>Grand Total:</b><br>\$980.55 |



# Minnesota North College

Questions?

Call (218) 403-9202

Email: [collegestore@minnesotanorth.edu](mailto:collegestore@minnesotanorth.edu)