

## **How to order books online step by step directions**

- From riverland.edu homepage > navigate to student services > next click on bookstore
- Hover over textbooks click on order text books
- Scroll to the bottom of the screen and look for Search by Course. You will need your class schedule to proceed. The appropriate term is listed. Enter in the department and the course-section-instructor as indicated on your class schedule. Do this for all registered classes. Then click on view your materials.
- Under course materials all required and optional supplies will be displayed by course.
- Select the availability of new or used next to the circle of the price and then click add to cart.
- When finished click on > continue checkout.
- The shopping cart will display your selections
- Click on continue checkout
- Answer the three pop up questions based on your needs.
- Select "Payment options".
- If you have ordered books in the past, please log in with user name and password. If you are a first-time user, you must click on "register here" to set up a student profile. Your eight digit numerical student ID number is required, along with a valid email that you frequently use.
- Verify billing & shipping address for accuracy
- Choose how you would like to receive your order
- If using financial aid to pay for the order and the charging window is open, customer cannot check out as a guest.
- On the payment page you will have 2 options. The first one being credit card. If you are paying with credit card, please enter in your credit card information and submit. If you have plan to charge your text books and supplies to your student account, please select the student account/financial aid payment option. Students can charge to their student account thru the first Friday of the semester. Check website for exact charging window dates. If account/financial aid payment option is chosen as method of payment, your Riverland eight digit numerical student id number must be entered.
- Under student id number, check the box saying "I give permission..."
- Select "Submit payment".
- Please check your email for confirmation of your order
- Your order will be process in 3-5 business days
- If you have question please contact the bookstore at 507-433-0688, 507-433-0651, or 507-433-0541.

I hope you have found these directions helpful.

### **ADDITIONAL INFORMATION**

- ❖ During peak ordering times (beginning of semesters) online orders may take 3-5 business days to process.
- ❖ Financial aid charging windows typically run 2 weeks before the start of fall and spring semesters through the first week of classes. Charging for summer sessions runs 1 week prior to the start of the first summer session through the first week of the first summer session. There is no additional charging window for the 39-day session or second summer session.

- ❖ If the financial aid option is not working as a payment method for the student, they will have to contact a bookstore. Verify they are using the correct id number. Verify that the student does not have a hold on their account. If there is a hold, the student is not allowed to charge. If the student just registered, we can add them manually.
- ❖ All students regardless of financial aid status can charge up to \$800 for books and supplies, unless they have a hold on their account.