Directions for ordering books online from the Ridgewater Bookstore website

Click here to access our website: www.ridgewaterbookstore.com

• First, go to www.ridgewaterbookstore.com. You will find Spring 2021 Textbooks on the Willmar website only.

CREATING YOUR ACCOUNT

• Click on the MY ACCOUNT tab
• You will be brought to the Log In screen shown below

![Log In Screen]

• If you have ordered books online from our site in the past, use your past Log In
• If you are a first-time user to the Ridgewater College Bookstore website, click REGISTER HERE (in blue) to register as a new user for our site; click on CREATE A PROFILE FOR BROWSING AND SHOPPING
• You will be brought to the CUSTOMER REGISTRATION screen where you need to complete all required fields
  o NOTE: MAKE SURE TO USE A VALID EMAIL ADDRESS WHEN CREATING YOUR ACCOUNT AS THIS IS HOW THE BOOKSTORE WILL COMMUNICATE WITH YOU ABOUT YOUR ORDER!
• STUDENT ID: Your student ID is also known as your TECH ID and it is located on the back of your student ID card; this is NOT your star ID. It can also be found by logging into eservices – once logged in, your student ID is listed in the top right-hand corner.
  o (If you don’t know your student tech ID number, please contact the Bookstore for assistance)
• When filling in the required fields, make sure your billing address matches the address on your credit card statement
  o NOTE: THE BOOKSTORE SHIPS UPS SO YOU MUST HAVE A STREET ADDRESS, NOT A P.O. BOX.
• When you have completed all required fields, click SUBMIT PROFILE
• You may be required to fill in a security form by typing in the letters shown in the box
BUYING YOUR TEXTBOOKS

- Click on TEXTBOOKS then BUY TEXTBOOKS
- Read and agree to the website Terms and Conditions (read carefully); agreeing to the website terms and conditions allows the Bookstore to substitute a new book if used are not available per your preference (or vice versa)
- Select the term Spring 21 (use the drop-down arrow to change term if needed)

- Using your course schedule, choose the department for your first class (example: ENGL or MATH)

- Once you select the department, all available courses will show in the right-hand column; select your course being careful to check for your correct section number (select by section number, not instructor as sometime instructors may change)
Follow this procedure to add all your courses (courses will show at the top of the box)

- When you have selected all of your courses, click VIEW YOUR MATERIALS
- The course materials required, recommended or optional for each course will be displayed
- The example below shows a book that is REQUIRED and is available as a new or used textbook or may be rented new or used; click the button for your preference and ADD TO CART

- This example below shows this REQUIRED book is available either as a loose leaf (LL) textbook with connect access code OR as just the access code (e-book included in the access code). Students should PICK ONE of these two items but NOT BOTH. Also shown is an OPTIONAL binder (for loose leaf book).
- Click the button for the book OR access code and binder if needed and ADD TO CART (you must click ADD TO CART for each item you wish to purchase)
• DIGITAL E-BOOKS EXPLANATION
  o Some digital e-Book options are instant. As soon as you click “submit order,” your digital e-Book will be available for you to access. When there is an option for a digital e-Book or a textbook, choose one or the other, **not both**.
    ▪ If you have an instant access e-Book, you will receive an email within 5 minutes, confirming it.
    ▪ Login to your Bookstore account and click on “activate and access e-Books.” Be patient when accessing the first time – don’t click “activate” twice.
    ▪ Note: Most instant access digital books are not returnable after 14 days or after they are accessed. If you might drop the class, wait to access your digital book.
    ▪ These digital e-Books will show duration of 180 days or lifetime.
    ▪ If you purchased a digital e-Book access card (not an instant one) and would like it emailed to you instead of shipped (due to later order, etc.), please put it in the comment section of your order to the Bookstore. **Note: once the card is emailed to you, it is not returnable.**

• When you have finished choosing books and added them to your cart, click CONTINUE CHECKOUT and it will bring you to your SHOPPING CART
• Review all items on the screen; then CONTINUE SHOPPING to add more items to your cart or CONTINUE CHECKOUT

• You must answer the following question: If an instructor changes course material before an order is processed, the store will remove unnecessary items; however, for materials the instructor adds, you must select your preference as to whether the store should add materials to your order
Now you can CONTINUE SHOPPING our website or proceed to PAYMENT OPTIONS.

PAYING FOR YOUR ORDER/CHECKOUT

- On the CHECKOUT screen, review your billing address (the address must match the billing address on your credit card); CONTINUE.
- How would you like to receive your order? CHOOSE SHIPPING METHOD: you may choose UPS GROUND SHIPPING or PICK UP IN STORE WILLMAR or PICK UP IN STORE HUTCHINSON (expect a two-day delay after order processing confirmation email when picking up in Hutchinson).
- Note that for Spring 2021, the Bookstore will not be open until the first day of classes, January 11, but students may pick up online orders between 9:00-2:00, Monday-Friday beginning January 4th at the Bookstore online order pick-up window (wait for email stating your order is ready to pick up before coming to the college).
- CONTINUE.
- CHECKOUT: Your order total including tax and/or shipping will show on the right side of the screen.
• If planning on paying with Financial Aid, you may click to see what items are covered by your Financial Aid funds.

![Checkout]

• You will be asked to enter your Account number which is your STUDENT TECH ID NUMBER.

![SFA Inquiry]

• The following chart shows which items are covered by financial aid and would also show items that were not covered by financial aid for which the student would need to pay with a credit card.

![SFA Cart]

• When finished reviewing, click return to checkout.
• Payment Information: If you are renting a textbook, you must agree to the terms and conditions for renting (click on Rental Agreement in blue for specifics)
• CHOOSE PAYMENT OPTIONS: This field defaults to credit card. If you want to charge to FINANCIAL AID, you must use the drop-down arrow to select FINANCIAL AID (this includes PSEO and 3rd Party Agency funding too). SEE YELLOW ARROW BELOW.
• You will need to enter your Student ID number (tech ID from the back of your student ID card—if you don’t know your number, contact the Bookstore for assistance)
• Read and click the verification box
• All students must also enter a credit card number even if you are charging to financial aid just in case you don’t have enough financial aid funds or if you purchase something that is not covered by financial aid
• Enter your credit card information
  o Note: Billing address must match the billing address of your credit card
• You will be required to give permission for the Ridgewater College Bookstore to use your credit card by clicking the verification box if financial aid does not cover funds or if you are not using financial aid.
• If you are renting a book, you will need to enter a second credit card (can be the same card) to secure your rental book (if rental books are not returned by the due date at the end of the semester or are damaged, your securing card will be charged rental fees). This credit card must be valid (not expire) before three months following the end of the semester (if end of semester is in December, card must be good until end of March).
• ORDER COMMENTS: There is a box beneath the credit card information for you to send a message to the Bookstore. For example, if you need special shipping instructions for UPS, please include it here.
• SUBMIT PAYMENT
• An order confirmation number will show on your screen. If you do not get an order confirmation, your order is not complete.
• CHECK YOUR EMAIL!
• You will immediately receive an e-mail from the Bookstore thanking you for your order. It will have a total of the books at the highest cost (all new books). If you have requested used books or rental, the lower price will be applied when the Bookstore processes your order.
• You will receive a second e-mail when your order has been processed telling you it is ready for pick up at the Bookstore Pick-Up window (ID required) or has been shipped UPS per your instructions.
• NEED HELP? Contact us!
  o Willmar: 320-222-5590 or Hutchinson: 320-234-8524