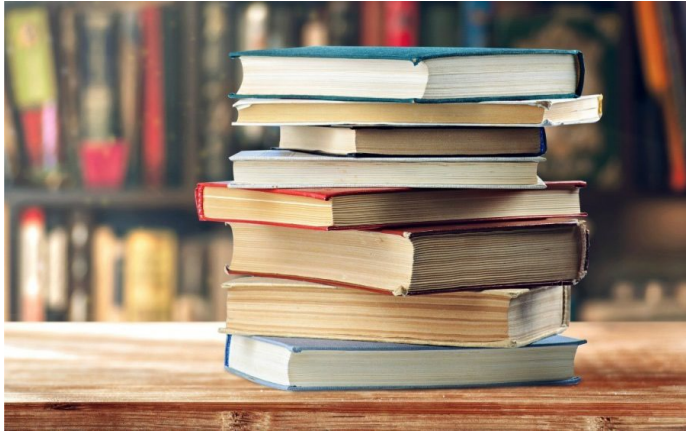# Minnesota State University Mankato

PSEO Ordering Textbooks Instructions

Welcome! The process of ordering textbooks starts at the e-services homepage.

- PSEO students can only order **required** textbooks
- PSEO students **cannot rent textbooks** (unless the only option for the book is to rent the book – then see the last page of this document for more information).
- PSEO students need to use **Financial Aid/Tech ID** option for the payment option.
- PSEO students need to use their **Tech ID number** NOT their Star ID number – learn: what's the difference between my Tech ID and Star ID number?

Step 1: On the e-services homepage, select "order textbooks" in the lower left corner.

Minnesota State University Mankato

Student e-services

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

Campus

- Order Textbooks
- Registrar's Office

MSU Tech ID 00023565 | **My Profile** | **Logout**

My Dashboard

Welcome to Minnesota State Colleges & Universities eServices.

Holds that may Impact Registration

School	Type of hold	Registration Impact
MSU, Mankato	Past Due Balance Hold	Does not impact registration.

Class Schedule

▸ Current Term: Summer 2021

▾ Next Term: Fall 2021

School	Course Name	Days	Time	Bldg/Room
MSU, Mankato	United States to 1877	NA		NA/NA

Financial Aid - Academic Year 2021

School	Status
MSU, Mankato	Nothing on file
Normandale	Nothing on file

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Step 2: Select the term that you need to order textbooks for, then click "submit."

MINNESOTA STATE UNIVERSITY MANKATO

Barnes & Noble

Welcome Joe!

Select Term Fall 2022   Submit

[Logout](#)

Step 3: You might be led to a page that indicates the following message. Please select "send anyway." The information is secure – you are being led to the MSU website.

ⓘ

The information you're about to submit is not secure

Because this form is being submitted using a connection that's not secure, your information will be visible to others.

Send anyway   Go back

4

Classes that require textbooks will appear on the main screen. Provided is an example of a student in a psychology and history class.

Spring 2022 PSYC 101 01 (1 required) ⌃
Professor DUDLEY

REQUIRED OER

Psychology (OER)

By Openstax (Ed.)
Edition: 2ND 20
Publisher: XANEDU C
ISBN 13: 9781975076443

Save up to 47% off the Publisher's List Price

Print
○ $32.85 New Print   ○ $24.64 Used Print
Rental
○ $22.35 New Print Rental   ◉ $16.25 Used Print Rental
  Return by 05/06/22   Return by 05/06/22

ADD TO CART

Spring 2022 HIST 280 01 (1 required) ⌃
Professor COOLEY

REQUIRED

White Rage: The Unspoken Truth of Our Racial Divide

By Anderson, Carol
Edition: 16
Publisher: MAC HIGHER
ISBN 13: 9781632864130

Save up to 51% off the Publisher's List Price

Print
○ $17.00 New Print   ○ $12.75 Used Print
Rental
○ $11.55 New Print Rental   ◉ $8.40 Used Print Rental
  Return by 05/06/22   Return by 05/06/22

ADD TO CART

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Under the title of the class, you will see "required" or "recommended." You only need to purchase textbooks that are <u>required.</u>

PSYC 101 01 (1 required)

Professor DUDLEY

REQUIRED **OER**

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   Return by 05/06/22   Return by 05/06/22

ADD TO CART

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Step 4: For required textbooks, select the format as print new, used print, or digital. As you can see, we are only purchasing required, not recommended books.

PSYC 101 01 (1 required) ∧

Professor DUDLEY

REQUIRED   OER

Psychology (OER)

By Openstax (Ed.)
Edition: 2ND 20
Publisher: XANEDU C
ISBN 13: 9781975076443

Save up to 47% off the Publisher's List Price

Print
○ $32.85 New Print   ● $24.64 Used Print

Rental
○ $22.35 New Print Rental   ○ $16.25 Used Print Rental
   Return by 05/06/22   Return by 05/06/22

ADD TO CART

Step 5: Scroll to the top of the page and select the cart, click "view cart."

Step 6: Review the items in your cart and select "proceed to checkout."

Order Summary

Subtotal	$37.39
Shipping	$8.99
Taxes	TBD
Estimated Total	**$46.38**

PROCEED TO CHECKOUT

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Step 7: A promotion will come up. Scroll down and select "no thanks, I'll go it alone."

⦿ **1st month free, then $14.99/month**

◯ **5-month subscription for $29.99**

I WANT BARTLEBY! ADD TO CART

NO THANKS, I'LL GO IT ALONE

* After trial, subscription auto-renews for $14.99/month unless canceled. Cancel any time.

Step 8: Select "proceed to checkout."

About Your Used Books

Estimated total based on textbook options you've selected. If a used book is not available, we will substitute it for a new book and your final total will be higher than the current estimate.

By clicking "Proceed to Checkout," you acknowledge that **your actual total may be higher than the current estimated total** based on used book availability.

PROCEED TO CHECKOUT

RETURN TO CART ❯

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Step 9: It will ask you to either create an account, continue as guest, or log in. It is strongly recommended to create an account. For quick checkout, you can proceed as guest.

Log In

Email address

Enter your email address

Password

Enter your passsword 👁

Forgot Your Password?

LOG IN

Create Account

Easy access to your order history

Faster checkout on future orders

Get special offers and promotions throughout the year

CREATE ACCOUNT

or

PROCEED AS GUEST

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Step 10: Put in your contact information.

Contact Information

First Name (Required)

Joe

Last Name (Required)

Scholar

Email Address (Required)

joseph.scholar@mnsu.edu

Phone Number (Required)

5073891487

☑ Yes, I agree to receive personalized content and offers via email

CONTINUE

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Step 11: Next, put in your shipping address.

Contact Information   ✎ **Edit**

| **Full Name** | **Email Address** | **Phone Number** |
| Joe Scholar | joseph.scholar@mnsu.edu | 5073891487 |

Shipping Information

Shipping Address

All fields are required. We cannot ship to a PO Box Address.

☐ I'm shipping to an armed services address (APO / FPO)

First Name

Enter First Name

Last Name

Enter Last Name

Country/Region

United States ▾

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Step 12: For shipping method, select UPS Ground Shipping. Click continue.

Shipping Method

Shipment Method

◯ 1 Day Shipping - Next business day - $24.99

◯ 2 Day Shipping - 1-2 business days - $16.99

◉ UPS Ground Shipping - 5-10 business days - $8.99

CONTINUE

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Step 13: IMPORTANT: For payment method, select "financial aid."

CREDIT / DEBIT CARD

FA FINANCIAL AID

VA/VOC REHAB

FINANCIAL AID-TECH
ID# (NOT STAR ID#)

PSEO - TECH ID#
(NOT STAR ID)

PayPal

FA FINANCIAL AID

AID CATEGORY	AVAILABILITY WINDOW	STATUS
VA/VOC REHAB	Currently available	**OPEN**
Financial Aid-TECH ID# (NOT STAR ID#)	July 18, 2022 - August 23, 2022	**OPEN**
PSEO - TECH ID# (NOT STAR ID)	July 18, 2022 - November 4, 2022	**OPEN**

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Step 14: At the bottom of the screen, select "internal provider" then put in your 8-digit **TECH ID number** NOT your Star ID number. Then select "apply SFA funds."

You have chosen to apply Student Financial Aid (SFA) to this order.

When choosing Financial Aid as your form of payment, do NOT enter your Star ID. You MUST enter your 8 digit TECH ID#. If you have any questions about your financial aid, you must contact the Campus Hub at 507.389.1866.

Learn more about SFA **Terms & Conditions.** >

☑ **Internal Provider**

Student ID Number

0023565

APPLY SFA FUNDS

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Step 15: Next, you will need to put in your credit card number for books to be shipped to you. The credit card will only be used for the cost of shipping.

You have chosen to apply a Credit Card to your order.

Name on Card (Required)

Joe Scholar

Card Number

XXXXXXXXXXXXXXXXXX

Card Expiration Date

02   ▼   /   2026   ▼

Security Code

xxx

Step 16: Next, proceed to checkout.

You have applied Student Financial Aid (SFA) to this order.

When choosing Financial Aid as your form of payment, do NOT enter your Star ID. You MUST enter your 8 digit TECH ID#. If you have any questions about your financial aid, you must contact the Campus Hub at 507.389.1866.

Learn more about SFA **Terms & Conditions.** >

Internal Provider

0023565

REMOVE SFA FUNDS

PROCEED TO CHECKOUT

Step 17: On the last page, review the information and select "place order."

Payment Information   ✎ Edit

SFA Provider

Internal Provider

<div style="text-align:right">

PLACE ORDER

By placing the order, I am confirming that I have read and
agree with the **Terms & Conditions**

</div>

Frequently Asked Questions

Q.) What if a Book is "Rental Only?"

A.) On rare occasions, students will need to rent textbooks if the only option for the book is a rental. The bookstore will keep your credit card on file, but you won't be charged. Your credit card will be required for rented books. You shouldn't need to worry about being charged for these books. The credit card is simply a placeholder for the order. Thus, make sure you select "credit/debit card" to place this order. If you are ordering physical copies of a book, make sure you return the books by the Friday of finals week. If you ordered a digital book, you do not need to return the book.

Q.) Are the cost of textbooks covered?

A.) There is no charge to PSEO students for tuition, books or fees for items that are required to participate in a course; however, students may incur fees for equipment that becomes their property when the course or program is completed or for textbooks that are not returned to the postsecondary institution according to their policies.

Q.) How can I order textbooks?

A.) The process of ordering textbooks will start on the e-services home page in the lower left corner of the page under "order textbooks." Students will be directed to the Barnes & Noble webpage to order required textbooks for their class.

Q.) What is an access code?

A.) Many professors require students to have an access code for their course. An access code is a series of letters or numbers that allows students to access their online homework and quizzes. All access codes are a one-time use item that is unique to each student. Because of this, they cannot be sold used or rented.

Q.) Do I need to purchase recommended textbooks for my class?

A.) The Minnesota Department of Education will only cover <u>required</u> textbooks. If you find out on the first week of class that a recommended book is now required, you can purchase the book online through Barnes & Noble.

Q.) Do I have to create a Barnes & Noble account when ordering textbooks?

A.) We suggest creating an account during the check-out process. We highly suggest using your mnsu email address when you create an account. The benefit to creating an account is that you will always have access to your receipts and order history. If you are renting any textbooks, you will be required to create an account and agree to the rental terms and conditions.

Q.) How do I ensure that the cost of my textbooks are covered?

A.) As a PSEO student, you will select "Financial Aid" as your form of payment. This will guarantee that you are not personally charged for the materials.

The number you will enter is your 8 digit TechID. Do not enter your StarID as this will cause delays with your order.

Q: I have several email addresses. Which one should I use when ordering course materials?

A: You may use whichever you prefer but we *highly suggest using your mnsu.edu address*. Keep in mind that your mnsu.edu email address is different than what you use to log into your email. Your email address is firstname.lastname@mnsu.edu, it is NOT StarID@go.minnstate.edu (this is your email login). If you have a common first/last name, your email address may deviate a little bit. If this is the case, reach out to campus IT for confirmation. Whichever email address you choose, it is important that you are checking it as this is how we will communicate with you. Finally, we are a "retailer" so it is likely that our emails will flow to your junk mail. *Make sure that you manage your email preferences so that these emails are delivered to your focused inbox*. Not doing this will cause issues with digitally delivered course materials.

Q.) When is the best time to order textbooks?

A.) We recommend that you order your textbooks immediately after you register for your class, or at least two weeks before the semester starts to ensure they are delivered in time.

Q.) What items will need to be returned?

A.) Physical textbooks and spiral-bound books need to be returned.

Q.) What items do not need to be returned?

A.) Lab manuals, art supplies, e-books, access codes, and loose-leaf textbooks do not need to be returned.

Q.) How do I return my textbooks?

A.) There are a few ways that students can return textbooks:

- In person – you can hand in your books to the bookstore, check store hours here.
- By mail – please address the package to the Barnes & Noble Bookstore: 620 South Rd. 144 CSU. Mankato, MN 56001. The PSEO department is not responsible for the cost of shipping books back.

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Q.) When do my textbooks need to be returned by?

A.)Textbooks need to be returned by the Friday of finals week each semester. Packages need to be postmarked by that date or they will be considered late.

Questions?

Barnes & Noble website: https://mnsu-mankato.bncollege.com/?storeId=22569&catalogId=10001&langId=-1

Minnesota State University Mankato Official Bookstore
620 South Rd SU 144
Mankato, MN 56001

Phone (507) 389-1649

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