

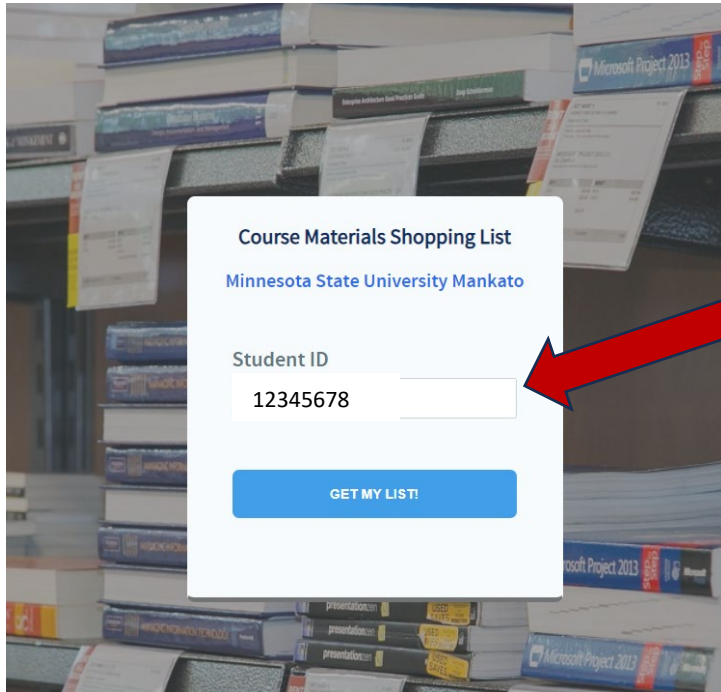
PSEO Textbook Ordering Instructions



Welcome! Please keep in mind these important items prior to order your textbook materials:

- PSEO students can only order **required** textbooks
- PSEO students need to use **Financial Aid/Tech ID** option for the payment option.
- **Shipping costs** are not covered for by the PSEO program, you need to pay for this yourself.
- 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: Follow [this link](#) to retrieve your textbook materials.



Course Materials Shopping List
Minnesota State University Mankato

Student ID
12345678



GET MY LIST!

Put in your 8-digit TECH ID number (not your Star ID) - learn: [what's the difference between my Tech ID and Star ID number?](#)

Step 2: Your materials will automatically appear on the screen. Select “purchase” for required materials.

Spring 2024

EMAIL PRINT **PURCHASE**

eBook	AUTHOR	TITLE	ISBN	USAGE IN CLASS	COURSE
	Ed E. JacobsChristine J. Schi	MindTapV2.0 for Jacobs/Schimmel/Masson/Harvill's Group Counseling, 1 term Instant Access	9781337107327	Required	DFLT:CSP:673:01
	Patton	Student Development in College	9781118821817	Required	DFLT:CSP:662:01

Supply List

eBook	MANUFACTURER	SUPPLY NAME	UPC	USAGE IN CLASS	COURSE
No supply list available.					

E-books/Cengage/required textbooks will appear on the main screen. Provided is an example of a student in a ECON 201 course.

Step 3: Check the box next rent digital. Always select “buy” unless the only option is to rent, then you can select rent.

1 ECON / 201 / 02 Instructor Kwang-II Choe
Required Materials (1) [Hide Course](#)



REQUIRED
Cengage Unlimited, 1 term (4 months), 1st Edition
\$156.30

ISBN: 9780357700006
Author: Cengage Unlimited
Publisher: Cengage Unlimited
Formats: Cengage Unlimited

[Add to Wishlist](#)

Rent

Digital
[Requirements](#)

\$156.30
120 Days




Add to cart

Step 4: After you've finished selecting your materials, select "view bag."

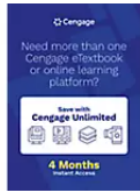
Done finding your materials?

VIEW BAG →

 **PayPal** Buy now, pay later. [Learn more](#)

Step 5: Select “checkout” under order summary.

My Bag ⁽¹⁾



Cengage Unlimited, 1 term (4 months), 1st Edition

\$156.30

MNSU Mankato > Fall 2023 > ECON > 201 > 02

Selection: Rent Digital

ISBN: 9780357700006

120 Days

[Edit](#) > [Remove](#) > [Save For Later](#) >

Order Summary

Subtotal

\$156.30

PayPal Pay in 4 interest-free payments of \$39.08. [Learn more](#)

[Have a promo code?](#)

CHECKOUT →

We Accept

Financial Aid



FYI: You may receive your order in multiple shipments from different locations.

Step 6: Select “proceed to checkout” under order summary.



A Note from Your Campus Store Team

We will make every effort to fulfill your order with the textbook condition you have selected (e.g. Used/New). There's a small chance the condition you selected is unavailable at the time we process your order. If this happens, to serve you sooner, we will replace it with the other Used/New condition (if available), and your final order total may be higher or lower than your displayed order total. If you are unhappy with the replacement, please contact us and we would be happy to assist you. Thank you for shopping with us and have a safe and successful year.



Step 7: Under “sign in” select “create account.”

Sign In optional

Sign into your account for faster checkout.

Email Required

[Forgot Password?](#)

Keep Me Signed In

By checking this box you won't have to sign in as often on this device. Uncheck if using a public device.

SIGN IN →

[Create Account](#)

[Continue As Guest](#)

Step 8: Next, create your account.

Create an Account

First Name
Joseph

Last Name
Scholar

Email Address
joseph.scholar@mnsu.edu

Confirm Email Address
joseph.scholar@mnsu.edu

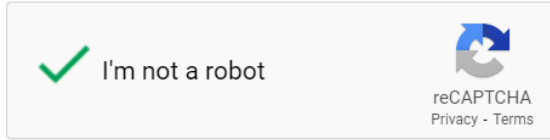
Create Password
..... 

- ✓ at least 8 characters
- ✓ at least one capital letter
- ✓ at least one lowercase letter
- ✓ at least one number
- ✓ at least one special character [-!@#\$\$%^&*()_+?]
- ✓ cannot contain any part of your name or email.

Phone Number
507-389-1497 

Step 9: Select “create account.”

By creating an account, I accept the [Terms of Use](#) and [Privacy Policy](#)



Already have an account? [Sign In](#)

Step 10: Under delivery, select “ship to an address.” Put in your shipping information.

Delivery

Pick Up (FREE)

Ship to an Address

First Name
Joseph

Last Name
Scholar

Country/Territory/Region
United States

Street Address
313 Armstrong Hall

Apt, suite, floor, etc (Optional)

City
Mankato

State
Minnesota

Zip Code
56001

SAVE NEW SHIPPING ADDRESS

Step 11: Select “use this address.”

Verify Address

UPS recommends the following address to ensure your package will be delivered properly.

313 ARMSTRONG HALL
MANKATO, MN 56001
US

USE THIS ADDRESS

[Use What I Entered](#)

UPS, the UPS brand mark, and the Color Brown are trademarks of United Parcel Service of America, Inc. All Rights Reserved.

Step 12: Select “ proceed to payment method.”

Is this a gift?

Any special instructions?

PROCEED TO PAYMENT METHOD

Step 13: Under payment, select “financial aid” and input your Tech ID number. **This is not your Star ID** number. Your Tech ID number can be found in the upper right corner of e-services, next to your name. [See what's the difference between my Star ID and my Tech ID?](#) Select “find accounts.”

Payment

Promo Code

Financial Aid

[12345678]

Gift Card

Step 14: Select the “I agree to the Terms & Conditions for this account” checkmark.

Payment

Promo Code **APPLY**

Financial Aid

Account	Available Credit [?]	Online End Date [?]
PSEO SPRING 24	\$50.00	3/29/24

I agree to [Terms & Conditions](#) for this account

CONFIRM

[I don't see my account/aid listed](#)

Gift Card

Step 15: Input your credit/debit card information to get your materials shipped to you. You will not be charged for the textbooks, only the shipping cost.

Credit / Debit Card



Name on Card
Joseph Scholar

Card Number Required

Card Number



Card Expiration Date

/

CVV

[What's this?](#)

Step 16: Select “place order.”

PLACE ORDER

Frequently Asked Questions

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 Maverick Shop 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 required 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 the Maverick Shop.

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 Maverick Shop: 620 South Rd. 144 CSU. Mankato, MN 56001. The PSEO department is not responsible for the cost of shipping books back.
 - Please include your name and Tech ID number when returning books to the bookstore (by mail or slip of paper)

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.