



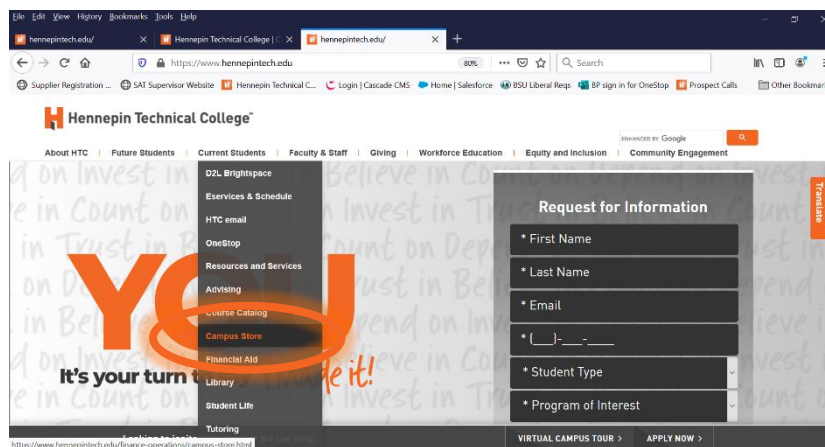
**NESTOP**  
Find your answers.

**HOW TO** order books online and pay with Financial Aid

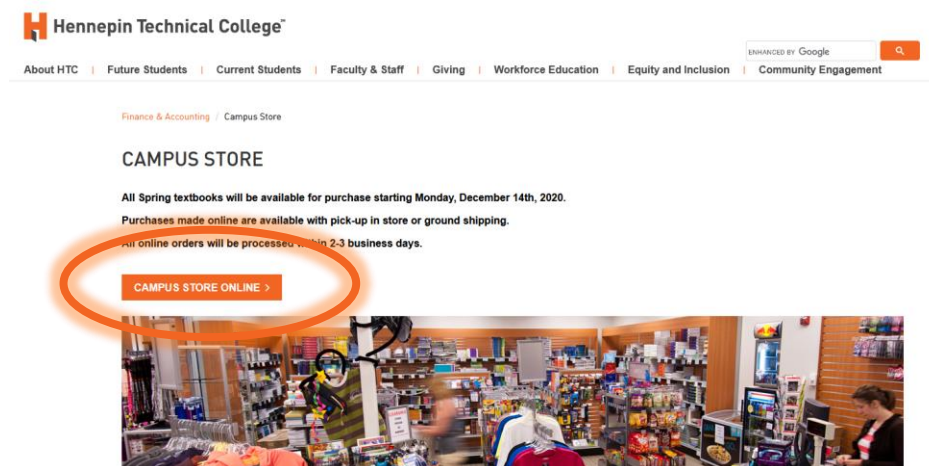
**DISCLAIMER:** The book charging program allows a student (financial aid applicant) to purchase text books and supplies by charging these purchases at the HTC campus store to the student account. This is a courtesy extended to the student so they may purchase books before financial aid disburses. The charges made at the bookstore are added to your tuition bill for the term.

Eligibility to charge books does not mean the student has a completed FAFSA on file or that there is enough financial aid to cover tuition, fees, and books. It is recommended to review eServices under **Awards** or verify **FA status** before charging books. A Miscellaneous Charges Authorization form needs to be on file before charging books and it must be within the established Book Charging timeline.

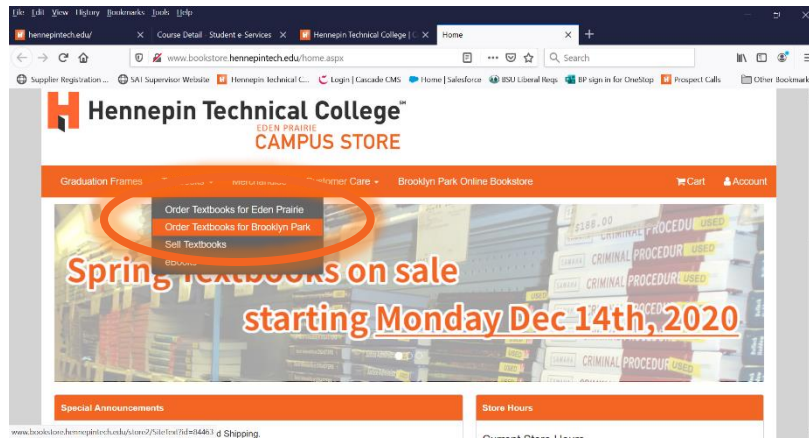
- 1) Go to <https://henepintech.edu> and under **Current Students**, choose **Campus Store**.



- 2) Scroll down and click on **Campus Store Online**.



- 3) Click on **Textbooks** menu and choose **Order Textbooks for Brooklyn Park** or **Eden Prairie**. Classes are scheduled under different campuses, even online courses have a campus. To verify the campus of your course, continue to step 4.



- 4) Either on your registration under eServices or under the online Course Schedule, you may view Course Details. See example below showing the ACCT1000 online course based out of Eden Prairie campus. So textbooks for this class would need to be ordered from the Eden Prairie campus.

[< Search Results & Plan](#)
[Continue to Review My Plan >](#)

## ACCT 1000 - Introduction to Accounting

### Spring 2021, Section 30

| Add Equivalent | Waitlist | ID #   | Subj # | Sec  | Title | Dates                      | Days          | Time       | Crds | Status | Instructor | Delivery Method | Location                       |  |
|----------------|----------|--------|--------|------|-------|----------------------------|---------------|------------|------|--------|------------|-----------------|--------------------------------|--|
|                |          | 001089 | ACCT   | 1000 | 30    | Introduction to Accounting | 01/11 - 05/19 | M T W Th F | n/a  | 3.0    | Open       | Mironich, Erin  | Completely Online-Asynchronous |  |

#### Meeting Details

| Dates                 | Days       | Time | Building/Room    | Instructor     |
|-----------------------|------------|------|------------------|----------------|
| 1/11/2021 - 5/19/2021 | M T W Th F |      | Eden Prairie WEB | Mironich, Erin |

- 5) Once you choose your campus, you will see the online statement that every student must read before ordering textbooks online (see below). After reading, you must choose to **Accept** or **Decline**. Accepting the requirements, allows you to move forward with purchasing your books.

**Hennepin Technical College™**  
BROOKLYN PARK  
CAMPUS STORE

Home Textbooks Merchandise Customer Care Eden Prairie Online Bookstore Cart Account

**Online Textbook Orders**

- You MUST completely enter the following in both the billing and shipping fields or your order will NOT be processed.
  - \*First & Last Name
  - \*Home Address
  - \*Phone Number
  - \*HTC Student Tech ID#
  - \*Email Address (please use a valid email address that you check frequently)
- Textbooks purchased online can be paid for by a credit card, or SFA.
- Every effort is made to fill orders as requested, new or used. We reserve the right to substitute if your chosen condition is not available. If you do not wish us to alter your order, please select "New only" or "Used only"
- The dollar amount of your order WILL change if we have to substitute a book.
- Orders will take approximately 3 business days to process.
- You will be notified by email, when your order is processed and ready to pick up or has been shipped.
- We will back order any textbook not in-stock and email you when it comes in, has been processed, and is ready for pick-up/has been shipped.
- All exchanges or returns must be made by the deadline specified within our return policy.
- Your receipt or invoice is required. No exceptions.
- You are responsible for your order. The HTC Bookstore staff will keep you up to date on your order via email.

If you have questions or concerns, or would like assistance in ordering, please contact the Bookstore @ 763-488-2665  
THANK YOU!!

- 6) Next step is to add the course information to the list and then retrieve the required materials:

**Hennepin Technical College**  
BROOKLYN PARK  
**CAMPUS STORE**

Home Textbooks Merchandise Customer Care Eden Prairie Online Bookstore Cart Account

### Select Term and Departments

Search for Book

Search for Book

Search by Course

▼ SPRING SEMESTER 21 (Order Now) Department Course-Section-Instructor

+ Add Another Course View Your Materials

Choose correct semester (term)

Department means "program."  
Ex. if course is Culinary, choose CULA

Course number, section and instructor

- 7) Below is an example of the selections required. Once completed, choose **View Your Materials**.

Search by Course

▼ SPRING SEMESTER 21 (Order Now) ▼ CPLT ▼ 1005-51-CARLSON

▼ Your Term ▼ Department ▼ Course-Section-Instructor

+ Add Another Course View Your Materials

If there are more courses to purchase texts/materials for, add additional courses as needed

Click **View Your Materials** when done.

- 8) The list of course textbooks/materials will show (see example below). Choose the book option (new or used, if available), click **Add to Cart** and then click **Continue Checkout**.

Home Textbooks Merchandise Customer Care Eden Prairie Online Bookstore Cart Account

Course Materials / Select Term Department and Courses / Select Course Materials

### Course Materials

Print Book List Continue Checkout

Term: Spring Semester 21 | Name: CPLT 1005 | Section: 51 | Instructor: CARLSON | Course ID: | Location:

Image Not Available

**Required**

**GREGG COLLEGE KEYBOARD & DOC WORD 2016**

Author: OBER  
ISBN: 9781259921124  
Book Notes:

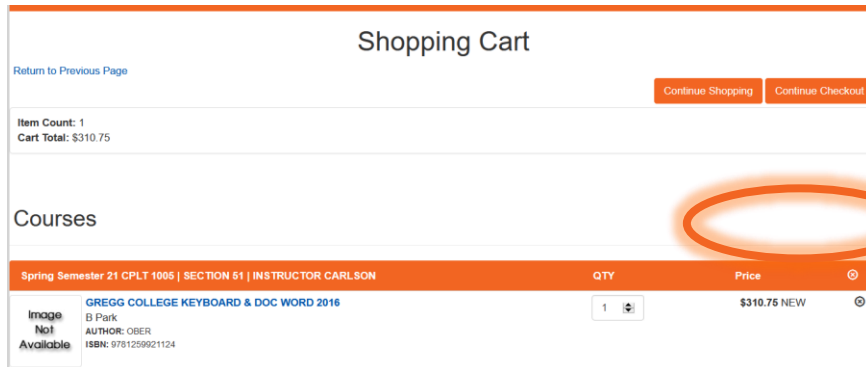
**Print**

\$310.75 New

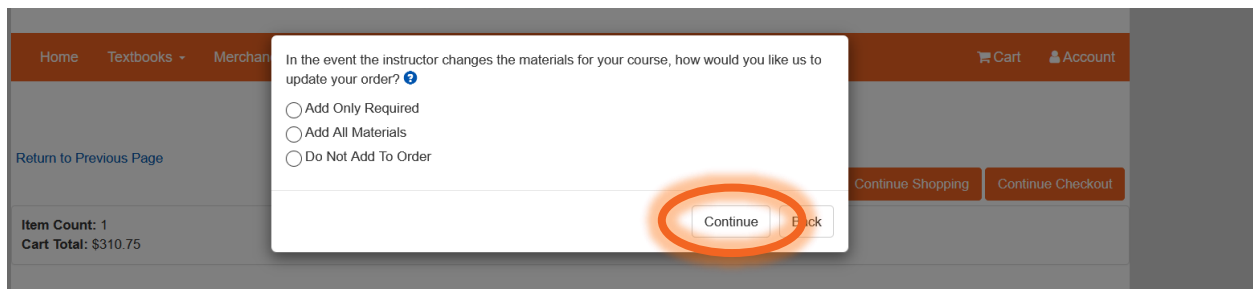
Add to Cart

Continue Checkout

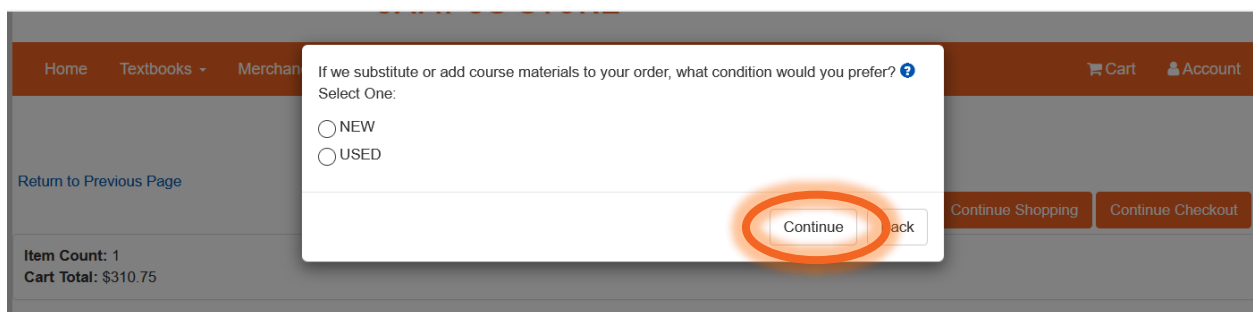
- 9) You will see your Shopping Cart with all the items you have added to your cart. Click on **Continue Checkout** to checkout and pay for items.



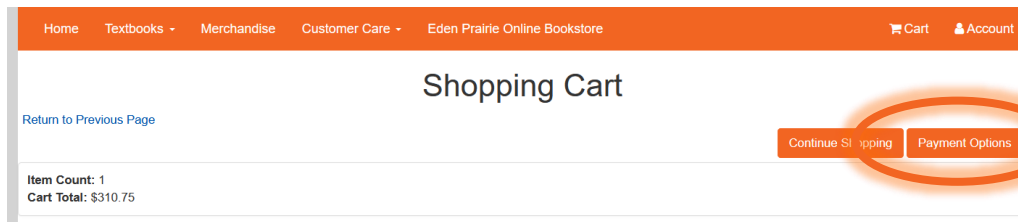
- 10) You will see the message about instructor changes with books/materials and how you would like the bookstore to handle changes with your account. Answer accordingly, then click **Continue**.



- 11) If you choose to Add any updates, you will be prompted to answer they condition of the book you would like to purchase: **New** or **Used**, then click **Continue**.



12) Next you will pay for the items, click **Payment Options**.



Home Textbooks Merchandise Customer Care Eden Prairie Online Bookstore Cart Account

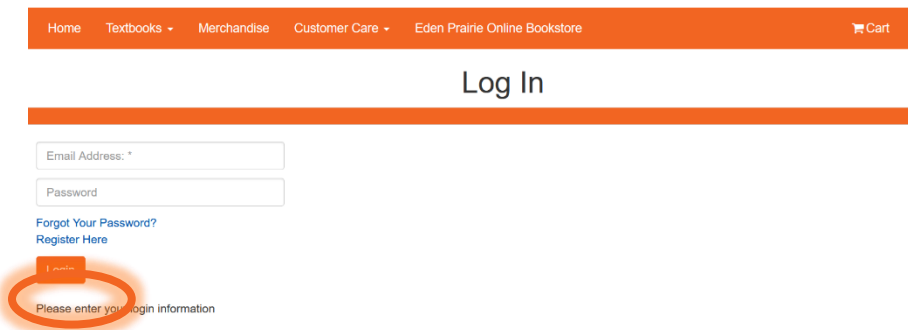
## Shopping Cart

[Return to Previous Page](#)

Continue Shopping Payment Options

Item Count: 1  
Cart Total: \$310.75

13) You will be prompted to create an account with the Bookstore. If you have not purchased through the online store before, you will need to click the **Register Here** link.



Home Textbooks Merchandise Customer Care Eden Prairie Online Bookstore Cart Account

## Log In

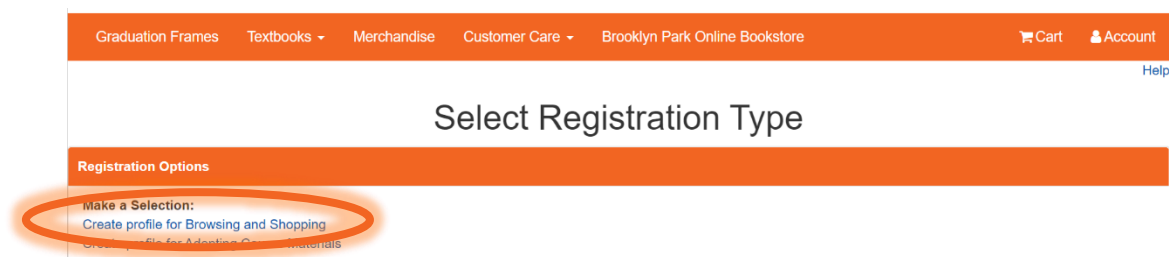
Email Address: \*

Password

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

Please enter your login information

14) To shop as a student, choose the **“Create profile for Browsing and Shopping.”**



Graduation Frames Textbooks Merchandise Customer Care Brooklyn Park Online Bookstore Cart Account Help

## Select Registration Type

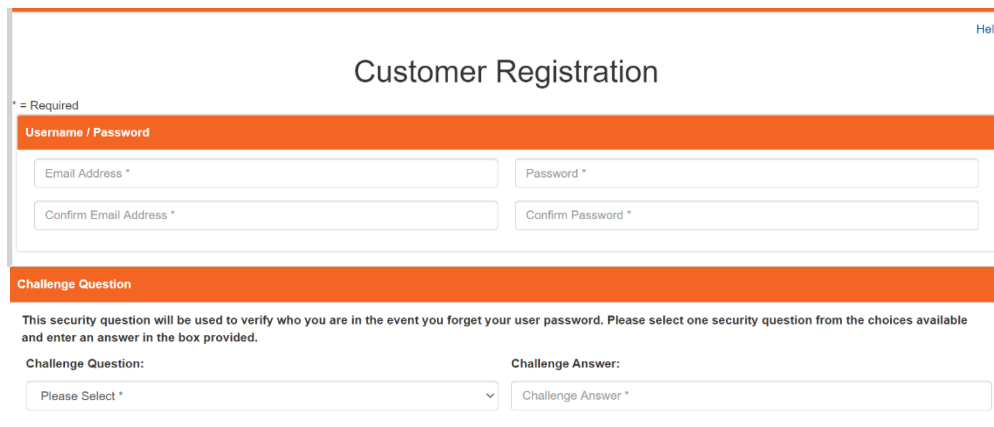
Registration Options

Make a Selection:

[Create profile for Browsing and Shopping](#)

[Create profile for Adaptive Course materials](#)

15) Create the student profile by entering the required information: Email/Password, Challenge Questions, Billing address, shipping address (if different), additional information (requires your student ID number – not *StarID*) and email Opt in/out. Once done, click **Submit Profile**.



Help

## Customer Registration

\* = Required

Username / Password

Email Address \*

Password \*

Confirm Email Address \*

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:

Please Select \*

Challenge Answer \*

Submit Profile



17) The Checkout screen shows your address, shipping method and payment options. Click **Continue**.

Graduation Frames Textbooks Merchandise Customer Care Brooklyn Park Online Bookstore Cart Log Out

## Checkout

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

### Billing Address [Change](#)

**John Smith**  
1234 Any Street NE  
Minneapolis, MN 55432  
United States  
(612) 333-3333  
jsmith@nomail.com  
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**

### Shipping Address [Change](#)

**John Smith**  
1234 Any Street NE  
Minneapolis, MN 55432  
United States  
(612) 333-3333  
jsmith@nomail.com  
Residential Address: Yes

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

(Estimates)

|                     |                 |
|---------------------|-----------------|
| Number Of Items:    | 1               |
| Course Materials:   | \$310.75        |
| Shipping:           | \$0.00          |
| Handling:           | \$0.00          |
| Total Before Tax:   | \$310.75        |
| Estimated Taxes:    | \$0.00          |
| <b>Grand Total:</b> | <b>\$310.75</b> |

18) Choose **Shipping Method** then click **Continue**.

## Checkout

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

### Choose Shipping Method

[Show Shipping Policy](#)

Ground est. \$15.00

**Continue**

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

(Estimates)

|                     |                 |
|---------------------|-----------------|
| Number Of Items:    | 1               |
| Course Materials:   | \$310.75        |
| Shipping:           | \$0.00          |
| Handling:           | \$0.00          |
| Total Before Tax:   | \$310.75        |
| Estimated Taxes:    | \$0.00          |
| <b>Grand Total:</b> | <b>\$310.75</b> |

- 19) You may choose your type of payment under the **Choose Payment Option** (which defaults to Credit Card). To pay with financial aid, choose "[term] FA." ([term] means the semester that the courses are offered—for example, Spring FA). Enter **Account Number**, which is your 8-digit Student ID number\* – not StarID). **Check the box** to authorize the use of your FA to pay for your books/supplies. Then click **Submit Payment**.

## Checkout

1. Select Address2. Shipping Method3. Payment Options

**Payment Information**

**Choose Payment Option**

Spring FA ▾

Account Number \*

☒ By checking this verification box I authorize the use of my available financial aid for books and supplies.


Order Comments

Choose "\_\_\_\_ FA" (semester FA)

Enter Student ID number (8-digit ID number – ex. 12345678)

Check the box to authorize use of Financial Aid for books & supplies

Review Cart [Edit Cart](#)

|  |  |        |                              |
|--|--|--------|------------------------------|
| <br>Image Not Available | <b>GREGG COLLEGE KEYBOARD &amp; DOC WORD 2016</b><br>Spring Semester 21 CPLT 1005 40<br>New Only | QTY: 1 | \$310.75                     |
|  |  |        | <b>Grand Total: \$325.75</b> |

**Submit Payment**

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

Number Of Items: 1

Course Materials: \$310.75

Shipping: \$15.00

Handling: \$0.00

Total Before Tax: \$325.75

Estimated Taxes: \$0.00

**Grand Total: \$325.75**

**Submit Payment**

**Need Help?**

- 20) If your information is correct, and you have your Miscellaneous Charges form turned in, you will be successful with your financial aid bookstore payment. If it is not successful, there could be an issue with your Account (Student ID number – NOT StarID) or your FA status. Please check with the Bookstore or the OneStop Center if you have any trouble with purchasing your books.