



PSEO STUDENTS

Directions for ordering books online from the Ridgewater Bookstore

Access website at www.ridgewaterbookstore.com

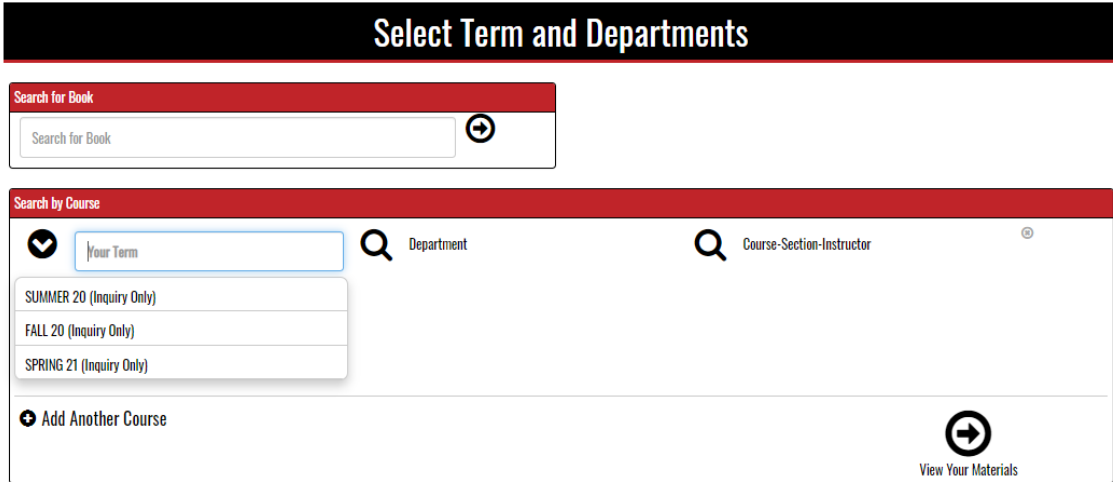
- Click on the campus: Willmar or Hutchinson
- Click on MY ACCOUNT
- You will be brought to the Log In screen

Log In

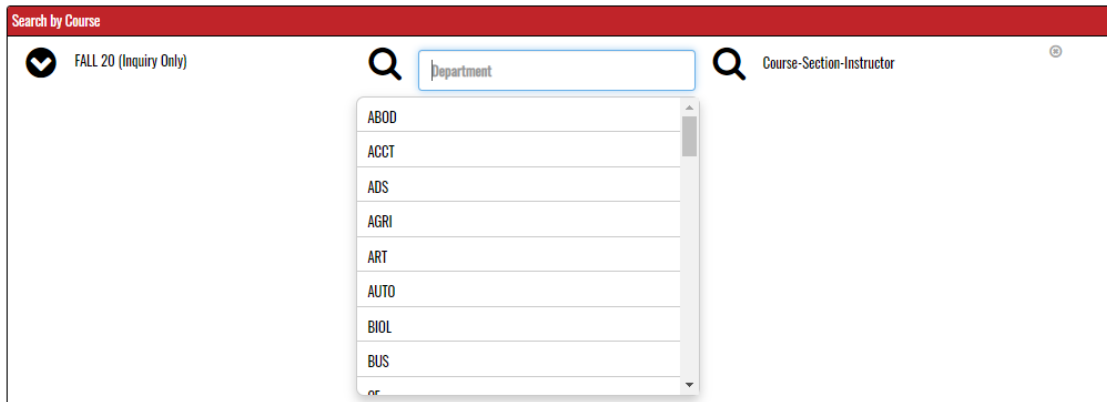
A screenshot of the login page for the Ridgewater College Bookstore. It features a red header bar. Below the header, there are two input fields: 'Email Address: *' and 'Password'. To the left of the password field, there are two blue links: 'Forgot Your Password?' and 'Register Here'. Below these links is a black button with the word 'Login' in white. At the bottom of the form area, there is a message: 'First time user of the Ridgewater College BOOKSTORE website, must register as a new user. Your ridgewater.edu login (e-mail) & password will not work unless you first register on this site. (Passwords will require letters and at least one number).'

- 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 BROWING AND SHOPPING
 - You will be brought to the CUSTOMER REGISTRATION screen where you need to complete all required fields
 - 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 (if you don't know your student tech ID number, please contact the Bookstore for assistance)
 - Your billing address must match the address on your credit card statement
 - The Bookstore ships UPS so you must have a street address, NOT a P.O. Box
 - When you have completed all fields, click SUBMIT PROFILE
 - You may be required to fill in a security form by typing in the letters shown in the box

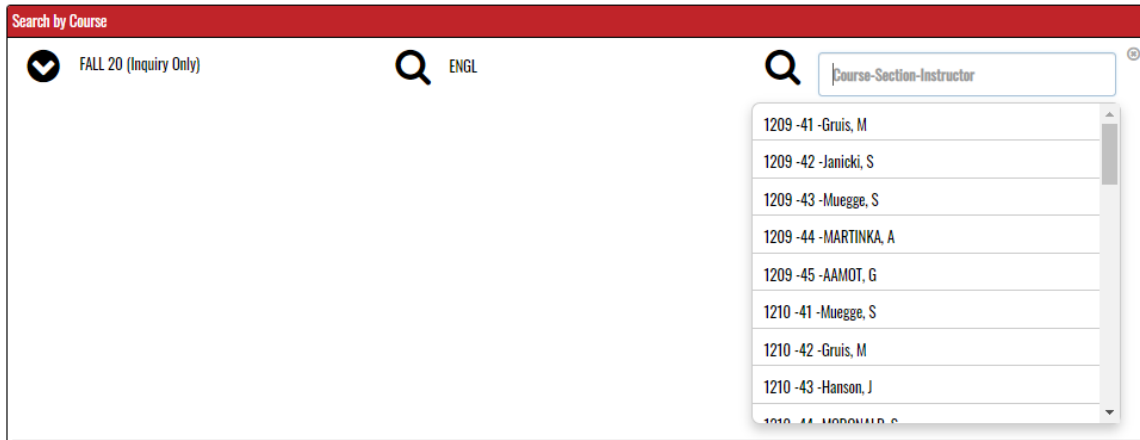
- Click on TEXTBOOKS then BUY TEXTBOOKS
- Read and agree to the website Terms and Conditions (read carefully); agreeing to the website terms and conditions allows the Bookstore to substitute a new book if used are not available per your preference (or vice versa)
- Select the term (use the drop-down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



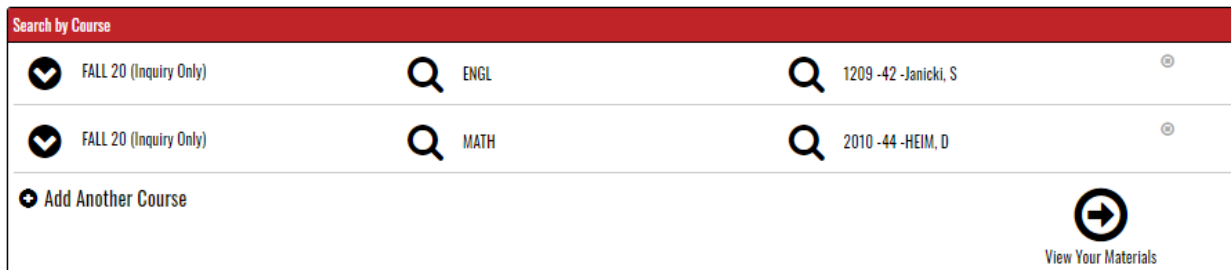
- Using your course schedule, choose the department for your first class (example: ENGL or MATH)
- **NOTE: Course numbers and sections have changed due to COVID19.** Please log in to eServices, go to Courses and Registration, and Review My Plan to get updated section numbers.



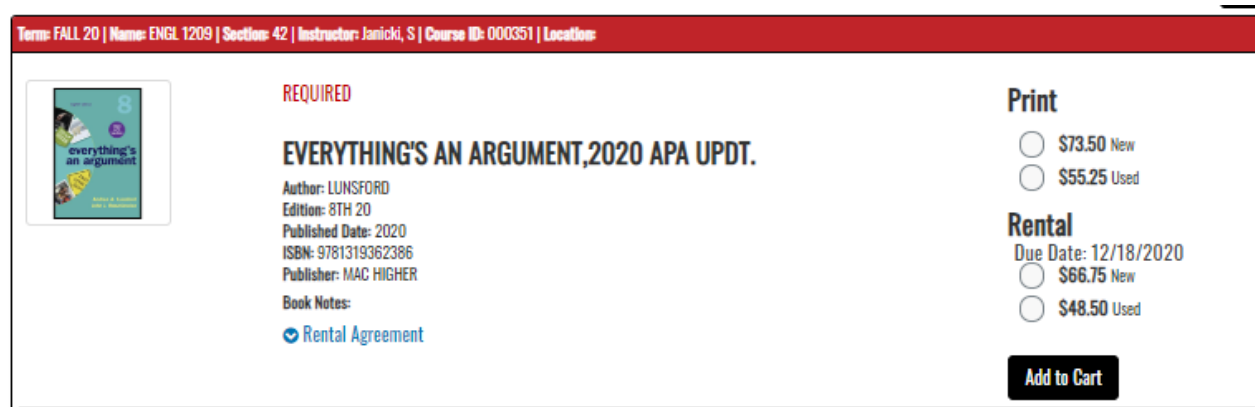
- Once you select the department, all available courses will show in the right-hand column; select your course being careful to check for your correct section number (select by section number, not instructor as sometime instructors may change)



- 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, then click VIEW YOUR MATERIALS
- The course materials required, recommended or optional for each course will be displayed.
- NOTE: ONLY those marked "REQUIRED" are covered by PSEO. And DO NOT select the rental option – instead you will want to select Used or New.**
- The example below shows a book that is REQUIRED and is available as a new or used textbook.



- 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). See bottom of this document for an explanation of types of e-Books.

NOTE: Those marked OPTIONAL are not covered by PSEO

Terms: FALL 20 | Name: MATH 2010 | Section: 44 | Instructor: HEIM, D | Course ID: 000638 | Location:



PICK ONE REQUIRED

ELEMENTARY STAT.,BRIEF (LL)-W/CONNECT

Author: BLUMAN
Edition: 8TH 19
Published Date: 2019
ISBN: 9781260487497
Publisher: MCG

Book Notes: This is the loose leaf textbook plus the online connect code.

[Rental Agreement](#)

Print


\$177.25 New

Rental
Due Date: 12/18/2020

\$147.00 New

\$102.75 Used

Add to Cart



PICK ONE REQUIRED

ELEMENTARY STAT.,BRIEF-CONNECT ACCESS


Author: BLUMAN
Edition: 8TH 19
Published Date: 2019
ISBN: 9781260387001
Publisher: MCG

Book Notes: This is the e-book plus the connect access code.

Access Code

\$138.75 New

Add to Cart



OPTIONAL

BINDER 1.5" VIEW

SKU: 05036218559

[Item Description](#)

Price

\$2.99

Add To Cart

- 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)
- 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

Shopping Cart

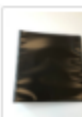
[Return to Previous Page](#) [Continue Shopping](#) [Continue Checkout](#)

Item Count: 3
 Cart Total: \$160.99

Courses

FALL 20 ENGL 1200 SECTION 42 INSTRUCTOR Jankot, S	QTY	Price	
 EVERYTHING'S AN ARGUMENT, 2020 APA UPDT. AUTHOR: LUNSFORD ISBN: 9781319362386	<input type="text" value="1"/>	\$55.25 USED	⊗
FALL 20 MATH 2010 SECTION 44 INSTRUCTOR HEIM, D	QTY	Price	
 ELEMENTARY STAT_BRIEF (LL)-W/CONNECT AUTHOR: ELUNGAN ISBN: 9781260481487	<input type="text" value="1"/>	\$102.75 USED RENT	⊗

Merchandise

Product	QTY	Price	
 BINDER 1.5" VIEW Item: 05006218559	<input type="text" value="1"/>	\$2.99	⊗

- You must answer the following question: If an instructor changes course materials 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.
- PSEO STUDENTS should select "Add Only Required"**

In the event the instructor changes the materials for your course, how would you like us to update your order?

Add Only Required

Add All Materials

Do Not Add To Order

[Continue](#) [Back](#)

- Now you can CONTINUE SHOPPING our website or proceed to PAYMENT OPTIONS
- 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
- CONTINUE

- CHECKOUT: Your order total including tax and/or shipping will show on the right side of the screen

Your Order		View Cart
Number Of Items:		3
Course Materials:		\$158.00
Merchandise Item(s):		\$2.99
Shipping:		\$0.00
Handling:		\$0.00
Total Before Tax:		\$160.99
Estimated Taxes:		\$0.24
Grand Total:		\$161.23

[Submit Payment](#)

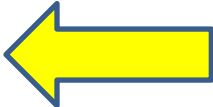
- CHOOSE PAYMENT OPTIONS: This field defaults to credit card. **You must use the drop-down arrow to select FINANCIAL AID/PSEO/THIRD PARTY** SEE YELLOW ARROW BELOW.
- You will need to enter your Student ID number: This is your Tech provided on your Registration Form.
- Read and click the verification box

Payment Information

I have read the bookstore's "Rental Agreement" and agree to abide by the terms and conditions as detailed in the agreement. I understand that if I fail to uphold any part of the "Rental Agreement," the bookstore has the right to cancel my textbook rental order.

[Rental Agreement](#)

Choose Payment Option

Financial Aid/PSEO/Agency 

Financial Aid Account Number:

Student ID/TechID

The Account Number required for SFA is your student ID number (also called tech ID). It is NOT the star ID number.

I give Ridgewater permission to deduct my charges from all sources of my Financial Aid. I will pay for book and supply expenses not covered by my Financial Aid. I acknowledge that if necessary I will be pursued for payment through the MN Dept of Revenue (Tax Dept may collect any funds, rebates, etc.) and a collection process by Ridgewater. PSEO Student Only: I agree to return all books and supplies to the Bookstore at the end of the semester or I will be charged the full replacement charges.

[Click here to see what items in your cart are covered by your Financial Aid funds.](#)

The Backup payment method using credit card funds is used only when the order total is not completely covered by your Financial Aid Funds. If you do not have a credit card available for remainder of order not covered by Financial Aid funds, please cancel this order and purchase books in the Bookstore where we can assist you with split payment. Note: You will be able to see what items are covered by your financial aid and modify order if you choose not to have your credit card charged.

Backup Payment Method

Credit Card

- All students must also enter a credit card number even if you are PSEO. You will not be charged for Books/Materials marked as "REQUIRED"

- Enter your credit card information
- ORDER COMMENTS: There is a box beneath the credit card information for you to send a message to the Bookstore. You can add a note here that you are PSEO.
- 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 either ready for pick up at the Bookstore Pick-Up window (ID required for pick-up) or has been shipped UPS per your instructions.
- NEED HELP? The Bookstore phone number and link to send us an email is beneath the order payment total box.

Need Help?

Call us: 320-222-5590

Hours: Monday-Thursday 7:45-4:00, Friday 7:45-3:00

[Email Us](#)

- DIGITAL E-BOOKS EXPLANATION
 - 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.**