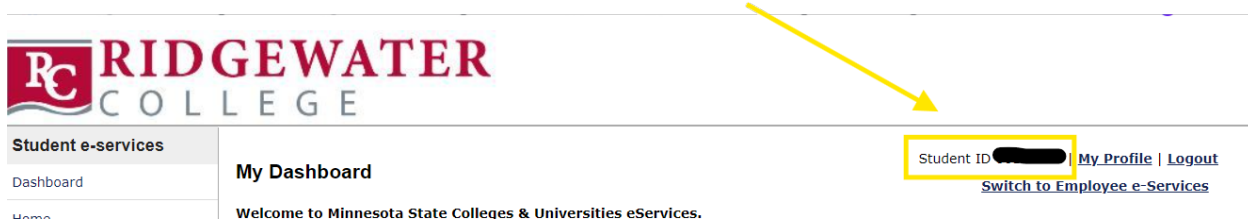


How to place a web order

1. Look up Class Schedule

- Login to e-Services on Ridgewater.edu
- Get your tech ID number in upper right-hand corner of the Dashboard page



- Click on Courses & Registration
- Click View/Modify Schedule
- You will need the Department, Course Number, and Section number for each course you are taking.
 - Example: BIOL 1000 41

2. Login/Register at www.ridgewaterbookstore.com

Already Have an Account?

- Click My Account to log in

Need to Register?

- Click **Create Profile for Browsing & Shopping**
 - Choose an email address that you check regularly. If you use an incorrect email address, you will not get order confirmations or a link to automatic digital e-books, etc. You may use your Gmail, Hotmail, etc. Please do NOT use an icloud email address (These do not work).
 - Ridgewater Student Email formats:
 - Firstname.lastname@go.ridgewater.edu
 - starid@go.minnstate.edu
 - Enter all required fields
- Click Submit Profile



3. Navigate to Ordering Page

- Click on **Buy Textbooks**
- Read the website terms and conditions and click “Agree” to continue.

4. Finding Textbooks

- **Search** by Course
 - **Select** Department (ex BIOL)

- **Select** course number and section (ex 1000 – 41) Do not pick based on instructor. They are often changed.
- For multiple courses, click **+Add Another Course** (You should do this if you have more than one course.)
- Click **View Your Materials** when all your courses have been entered.

Search by Course

SUMMER 24 (Order Now)

Department

Course-Section-Instructor

+ Add Another Course

View Your Materials

5. Adding Materials

- **Select** the preferred format, condition and/or rental option of the course material.
 - All books, rentals, e-books, required, and optional materials will be listed for each course.
 - PSEO only covers required materials. PSEO students should choose used when available. If an e-book is available, please select e-book OR physical book, but not BOTH. Rental, optional and recommended materials are not able to be purchased using PSEO funds and will be charged to the credit card when checking out.
- Click **Add to Cart**
 - You will do this for each course material listed.
- Click **Continue to Checkout**
- To shop for supplies or clothing, click on the menu on the top.

Term: SUMMER 24 | Name: PSYC 1310 | Section: 41 | Instructor: DUMMER, E | Course ID: 000042 | Location:

PICK ONE-BK or DIGITL REQ

PSYCH:STUDENT EDITION-TEXT

Author: RATHUS
Edition: 7TH 22
Published Date: 2022
ISBN: 9780357432921
Publisher: CENGAGE L

Book Notes:

- Summary
- Rental Agreement
- Digital Return Policy

Textbook

☐ \$99.75 New

☐ \$75.00 Used

Rental Due Date: 8/2/2024

☐ \$54.75 New

☐ \$30.00 Used

Digital

☐ \$59.50 Vital Source (180 Days) Digital Rights

Add to Cart

Continue Checkout

6. Review Shopping Cart

- **Review** Shopping Cart, remove any unwanted or duplicate items.
- Click **Checkout** to continue

Shopping Cart

Your cart (1 item)		Order Summary	
Textbooks		Cart Total:	\$75.00
SUMMER 24 PSYC 1310 Section: 41 Instructor: DUMMER, E		Checkout	
	PSYCH-STUDENT EDITION-TEXT Author: RATHUS ISBN: 9780357432921 USED	Quantity 1	\$75.00

7. Prompted Questions

- Click “I Agree” on the new pricing total.
- Answer:
 - Add only required – required materials will only be added or changed on the order if the instructor makes changes to the course materials.
 - Add all materials – All material, including required and optional materials, will be added to the order if the instructor makes changes to the course materials.
 - Do not add to order – No additional or changed materials will be added even if there is a change made by the instructor to course materials. The bookstore reserves the right to cancel materials no longer being used by the instructor.

All textbook totals are calculated at the time of order using "new" prices. We strive to fill textbook orders with the requested condition, NEW/USED. If the requested condition is not available, your order will be filled with the next available condition. Final charges on textbook orders are placed at the time of processing and will change according to the NEW/USED condition of the book pulled. Your confirmation email is not the final processed amount of your order. ?

☒ I Agree

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

Cancel

Save

- Click “Save” to continue
- Click Payment Options

8. Pickup or Shipping

- Select Shipping Method
 - Pick up at Willmar Campus (No shipping charges)
 - Pick up at Hutchinson Campus (No shipping charges)

- UPS Ground Shipping
 - *Reminder – PSEO funding does not cover shipping costs.*
- Click “Save & Continue”

Select Shipping Method

There may be some differences in available payment options based on the selection for how to receive your order.
[View Shipping Policy](#)

☐ UPS Ground est. \$18.99
☐ Pickup at Willmar Campus Store est. \$0.00
☐ Pick up at Hutchinson Campus Store est. \$0.00

Save & Continue

9. Payment Options

- Select Credit Card (Visa, Mastercard, or Discover)
OR
- Select Financial Aid/PSEO/Agency (This will be charged to your tuition account or paid for by PSEO or a 3rd party Agency)

Payment Options

☐ Credit Card   

☐ Financial Aid/PSEO/Agency

Order Comments

10. Payment – Financial Aid/PSEO/Agency

- Enter Student ID/Tech ID number. This is your 8-digit number located on your eServices Dashboard page or on the back of your Ridgewater Student ID. It is NOT your Star ID.
 - You are able to check which items in your cart are covered by financial aid before proceeding. Click the link above the Student ID number box. It will tell you which items are covered and would be charged to your credit card.

You are financially responsible for any portion of your order not covered by your available Financial Aid funds. The tax calculated on this order is an estimate based on your Financial Aid coverage and order delivery method. The final tax charged may vary.

Item	Price	Covered	Not Covered
ART 1400 DRAWING KIT FALL 2024	\$64.00	\$64.00	\$0.00
ALL DAY CAMO UA HOOD	\$27.50	\$0.00	\$27.50

Totals:

Covered: \$64.00

Not Covered: \$27.50 (pay this amount)

Shopping Cart

Close

- Check the disclaimer box.

Payment Options

☐ Credit Card   

☒ Financial Aid/PSEO/Agency

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

Student ID/Tech ID Number *
01074624

Your Student/ID Tech ID Number is an 8 digit number which can be located on your eServices Dashboard page. (NOT your Star ID)

☒ 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.

- Enter a credit card. This is required for any online purchase. It is only used as a backup for items that are not covered by financial aid/PSEO/Agency funds and/or to secure a rental.
 - Your billing address MUST match the information on the credit/debit card you input or it will not allow you to move forward with the purchase.
- Check the disclaimer box

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.

Card Type

VISA

Krista Peterson

Card Number

Name on Card

krista.peterson@ridgewater.edu

Student ID

Expiration Date

Month Year

[Update Billing Address](#)

Card CVV

The billing address must match the billing address on the card.

☐ I give Ridgewater College Bookstore permission to deduct my charges from this credit card.

Order Comments

Save & Continue

11. Payment – Credit Card

- Choose Payment Type
 - Credit Card – Visa, Mastercard, or Discover
- Enter all required fields
- Click Save & Continue
- Place Order Button will turn black on the right hand side of the screen. Press Place Order

Payment Options

☒ Credit Card

Card Type

VISA

Krista Peterson

Card Number

Name on Card

krista.peterson@ridgewater.edu

Student ID:

Expiration Date

Month Year

[Update Billing Address](#)

Card CVV

The billing address must match the billing address on the card.

☐ I give Ridgewater College Bookstore permission to deduct my charges from this credit card.

☐ Financial Aid/PSEO/Agency

Order Comments

Save & Continue

12. Confirmation Screen

Thank You For Your Order!

Your Order Number Is 47443

[Print Confirmation](#)

[Return to Home](#)

13. Email Notification

- You will receive emails from bookstore@ridgewater.edu updating you on your order status.
- Once your order has been placed, you will receive an order confirmation email. Once your order has been processed, you will receive a second email and will be shipped per your instructions or ready for pick-up at the campus you chose.

14. Problems?

If you are experiencing issues while ordering online, please check the following:

- a. Do you have a hold on your student account?
 - b. Is your student ID your tech ID number?
 - c. Does your billing address match the address on your credit card?
 - d. Passwords expire every 90 days on www.ridgewaterbookstore.com. If you need help resetting your password, please contact us at 320-222-5590.
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