

BOOKSTORE

All textbooks and course materials are housed on the Willmar campus. Orders can be shipped UPS or picked up at the bookstore in Willmar or Hutchinson after placing an online order.

*Please allow two business days for Hutchinson pick up orders to be available. You will receive an order pick up confirmation email when your order is ready.

- 1. Grab your class schedule and go to www.ridgewaterbookstore.com
- 2. If this is your first time ordering, you must create a bookstore account. Click on the "My Account" tab. If you already have a bookstore account created, click the "My Account" tab to log in.

Textbook & Course Material Ordering

- 3. Click the "Textbooks" tab and select "Buy Textbooks".
- 4. Read the website terms and conditions and click "Agree" to continue.
- 5. With your class schedule, which can be found in eservices, select the term, department, course and section number for each class you are enrolled in.
- 6. Once you have all of your courses added, scroll down and click "View Your Materials".
- 7. Select new or used (if available) for each book by clicking the circle buttons on the right hand side. Once selected, click "Add to Cart" at the bottom for each item. All books, rentals, e-books, required, and optional materials will be listed for each course. If an e-book is available, please select the e-book OR physical book but not both.
- 8. Click "Continue Checkout" at the bottom of the page to view your shopping cart.
- 9. If you are ready to complete your order, click "Continue Checkout." A question will appear regarding new/used substitutions and if you want items added if your instructor adds something additional. Answer all questions and proceed to checkout.
- 10. Click on "Payment Options" to continue.
- 11. Select your shipping method Pick Up or Ship.
- 12. Verify your billing and shipping address and click "Continue".
- 13. Based on your desired shipping method, you will select from these three options "UPS Ground" or "Pick Up in Willmar" or "Pick Up in Hutchinson" and then click "Continue".
- 14. Payment options include credit/debit cards or Financial Aid/Third Party/PSEO. Financial Aid can be found in the drop-down menu two weeks before the start of the semester through the first week of the semester under "Choose Payment Option." A credit/debit card is used as secondary payment if there are insufficient financial aid funds or for items not covered by financial aid. A credit/debit card is also needed to secure rental books. *Note:* you will be able to see what is and is not covered by Financial Aid.
- 15. Click "Submit Payment" to complete your order.
- 16. 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 showing ready for pick up or shipped per your instructions.
- 17. If you are picking up your order on campus, please come into the bookstore and have a photo ID ready. Photo identification is REQUIRED when picking up your order.

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

- If you do not see the Financial Aid/Third Party/PSEO option in the drop-down menu, please check the following bullet points.
 - o Do you have a hold on your student account?
 - o Is your student ID number your tech ID number?
 - Does your billing address match the address on your credit card?
- Passwords expire every 90 days on <u>www.ridgewaterbookstore.com</u>. If you need help resetting your password, please contact us at 320-222-5590.
- If you receive a Paymetric fail pop-up, our processor is overloaded so please wait 10-15 minutes and try to place your order again.

If you are experiencing issues other than the above listed, please call us at 320-222-5590.