



Directions for ordering books online from the Ridgewater Bookstore website

Click here to access our website: [www.ridgewaterbookstore.com](http://www.ridgewaterbookstore.com)

- First, go to [www.ridgewaterbookstore.com](http://www.ridgewaterbookstore.com). You will find Spring 2021 Textbooks on the Willmar website only.

### CREATING YOUR ACCOUNT

- Click on the MY ACCOUNT tab
- You will be brought to the Log In screen shown below

## Log In

A screenshot of the Ridgewater College Bookstore website's login page. It features a red header bar. Below it, there are two input fields: 'Email Address: \*' and 'Password'. To the left of the password field are two blue links: 'Forgot Your Password?' and 'Register Here'. Below these links is a black 'Login' button. 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 BROWSING 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. It can also be found by logging into eservices – once logged in, your student ID is listed in the top right-hand corner.
  - (If you don't know your student tech ID number, please contact the Bookstore for assistance)
- When filling in the required fields, make sure your billing address matches the address on your credit card statement
  - *NOTE: THE BOOKSTORE SHIPS UPS SO YOU MUST HAVE A STREET ADDRESS, NOT A P.O. BOX.*
- When you have completed all required fields, click SUBMIT PROFILE
- You may be required to fill in a security form by typing in the letters shown in the box

## BUYING YOUR TEXTBOOKS

- 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 Spring 21 (use the drop-down arrow to change term if needed)

### Select Term and Departments

Search for Book

Search by Course

▼ Your Term

- SUMMER 20 (Inquiry Only)
- FALL 20 (Inquiry Only)
- SPRING 21 (Inquiry Only)

+ Add Another Course

View Your Materials

- Using your course schedule, choose the department for your first class (example: ENGL or MATH)

Search by Course

▼ FALL 20 (Inquiry Only)

Department

- ABOD
- ACCT
- ADS
- AGRI
- ART
- AUTO
- BIOL
- BUS
- CC

Course-Section-Instructor

- 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)

Search by Course

▼ FALL 20 (Inquiry Only)

ENGL

Course-Section-Instructor

- 1209 -41 -Gruis, M
- 1209 -42 -Janicki, S
- 1209 -43 -Muegge, S
- 1209 -44 -MARTINKA, A
- 1209 -45 -AAMOT, G
- 1210 -41 -Muegge, S
- 1210 -42 -Gruis, M
- 1210 -43 -Hanson, J
- 1210 -44 -MUEGGE, S


- Follow this procedure to add all your courses (courses will show at the top of the box)

Search by Course

<input checked="" type="checkbox"/> FALL 20 (Inquiry Only)	<input type="text" value="ENGL"/>	<input type="text" value="1209 -42 -Janicki, S"/>	⊕
<input checked="" type="checkbox"/> FALL 20 (Inquiry Only)	<input type="text" value="MATH"/>	<input type="text" value="2010 -44 -HEIM, D"/>	⊕
<input type="button" value="Add Another Course"/>			<input type="button" value="View Your Materials"/>

- When you have selected all of your courses, click VIEW YOUR MATERIALS
- The course materials required, recommended or optional for each course will be displayed
- The example below shows a book that is REQUIRED and is available as a new or used textbook or may be rented new or used; click the button for your preference and ADD TO CART

Term: FALL 20 | Name: ENGL 1209 | Section: 42 | Instructor: Janicki, S | Course ID: 000351 | Location:



REQUIRED

EVERYTHING'S AN ARGUMENT, 2020 APA UPDT.

Author: LUNSFORD  
Edition: 8TH 20  
Published Date: 2020  
ISBN: 9781319362386  
Publisher: MAC HIGHER  
Book Notes:  
[Rental Agreement](#)

**Print**

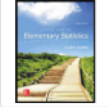
\$73.50 New  
 \$55.25 Used

**Rental**  
Due Date: 12/18/2020  
 \$66.75 New  
 \$48.50 Used

Add to Cart

- 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).
- 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)

Term: FALL 20 | Name: MATH 2010 | Section: 44 | Instructor: HEIM, D | Course ID: 000639 | 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](#)

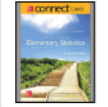
**Print**

\$177.25 New

**Rental**  
Due Date: 12/18/2020  
 \$147.00 New  
 \$102.75 Used

Add to Cart

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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

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OPTIONAL

BINDER 1.5" VIEW

SKU: 05036218559  
[Item Description](#)

**Price**

\$2.99

Add To Cart



- 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.**
- 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 1209   SECTION 42   INSTRUCTOR Janicki, S	QTY	Price	⊗
 EVERYTHING'S AN ARGUMENT, 2020 APA UPDT. AUTHOR: LUNSFORD ISBN: 97812119062386	<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: BLUMAN ISBN: 9781250481437	<input type="text" value="1"/>	\$102.75 USED RENT	⊗

### Merchandise

Product	QTY	Price	⊗
 BINDER 1.5" VIEW Item: 05096219559	<input type="text" value="1"/>	\$2.99	⊗

- You must answer the following question: If an instructor changes course material 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

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

### PAYING FOR YOUR ORDER/CHECKOUT

- 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 WILLMAR or PICK UP IN STORE HUTCHINSON (expect a two-day delay after order processing confirmation email when picking up in Hutchinson)
- Note that for Spring 2021, the Bookstore will not be open until the first day of classes, January 11, but students may pick up online orders between 9:00-2:00, Monday-Friday beginning January 4th at the Bookstore online order pick-up window (**wait for email stating your order is ready to pick up before coming to the college**).
- CONTINUE
- CHECKOUT: Your order total including tax and/or shipping will show on the right side of the screen

Your Order		<a href="#">View Cart</a>
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
<b>Grand Total:</b>		<b>\$161.23</b>
<a href="#">Submit Payment</a>		

- If planning on paying with Financial Aid, you may click to see what items are covered by your Financial Aid funds

# Checkout

1. Select Address

2. Shipping Method

## Planning on paying with Financial Aid/PSEO/Agency?



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

- You will be asked to enter your Account number which is your STUDENT TECH ID NUMBER.

**SFA Inquiry**

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

Student ID/TechID




Submit

- The following chart shows which items are covered by financial aid and would also show items that were not covered by financial aid for which the student would need to pay with a credit card.

### SFA Cart

[Log Out](#) [Return To Checkout](#)

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.

SFA Coverage Item	Price	Covered	Not Covered	Remove
BEDFORD RESEARCHER	\$51.25	\$51.25	\$0.00	 <a href="#">Remove</a>
CHEMISTRY-CENTRAL SCI-MASTERING.W/ETXT	\$146.75	\$146.75	\$0.00	 <a href="#">Remove</a>
CALCULATOR SCIENTIFIC TEX-TI-30XIIS 2 LINE DISPLAY	\$16.99	\$16.99	\$0.00	 <a href="#">Remove</a>
<b>TOTALS:</b>		\$214.99	\$0.00 Pay This Amount	


- When finished reviewing, click return to checkout.
- Payment Information: If you are renting a textbook, you must agree to the terms and conditions for renting (click on Rental Agreement in blue for specifics)
- CHOOSE PAYMENT OPTIONS: This field defaults to credit card. If you want to **charge to FINANCIAL AID**, you must use the drop-down arrow to select FINANCIAL AID (this includes PSEO and 3<sup>rd</sup> Party Agency funding too). SEE YELLOW ARROW BELOW.

**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

- You will need to enter your Student ID number (tech ID from the back of your student ID card—if you don't know your number, contact the Bookstore for assistance)
- Read and click the verification box
- All students must also enter a credit card number even if you are charging to financial aid just in case you don't have enough financial aid funds or if you purchase something that is not covered by financial aid
- Enter your credit card information
  - *Note: Billing address must match the billing address of your credit card*
- You will be required to give permission for the Ridgewater College Bookstore to use your credit card by clicking the verification box if financial aid does not cover funds or if you are not using financial aid.
- If you are renting a book, you will need to enter a second credit card (can be the same card) to secure your rental book (if rental books are not returned by the due date at the end of the semester or are damaged, your securing card will be charged rental fees). This credit card must be valid (not expire) before three months following the end of the semester (if end of semester is in December, card must be good until end of March).
- ORDER COMMENTS: There is a box beneath the credit card information for you to send a message to the Bookstore. For example, if you need special shipping instructions for UPS, please include it here.
- 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 ready for pick up at the Bookstore Pick-Up window (ID required) or has been shipped UPS per your instructions.**
- NEED HELP? Contact us!
  - Willmar: 320-222-5590 or Hutchinson: 320-234-8524