



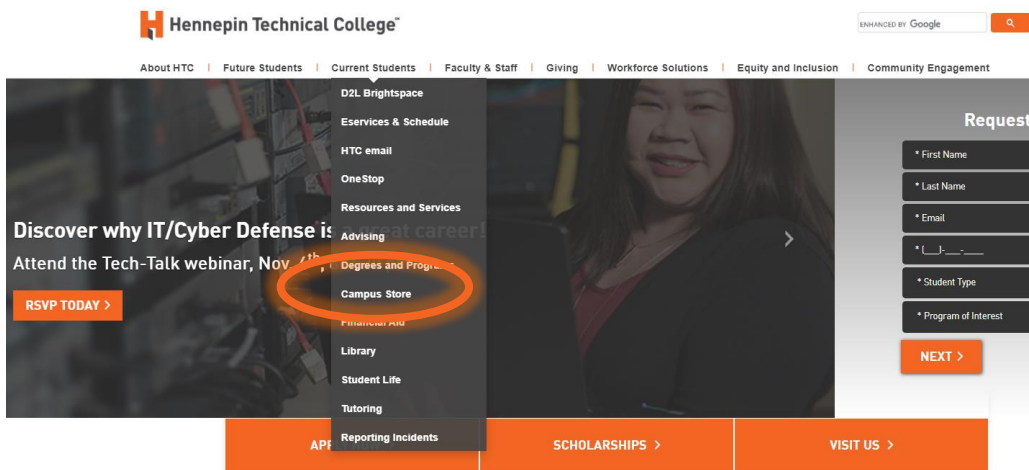
1NESTOP
Find your answers.

HOW TO order books online and pay with Financial Aid

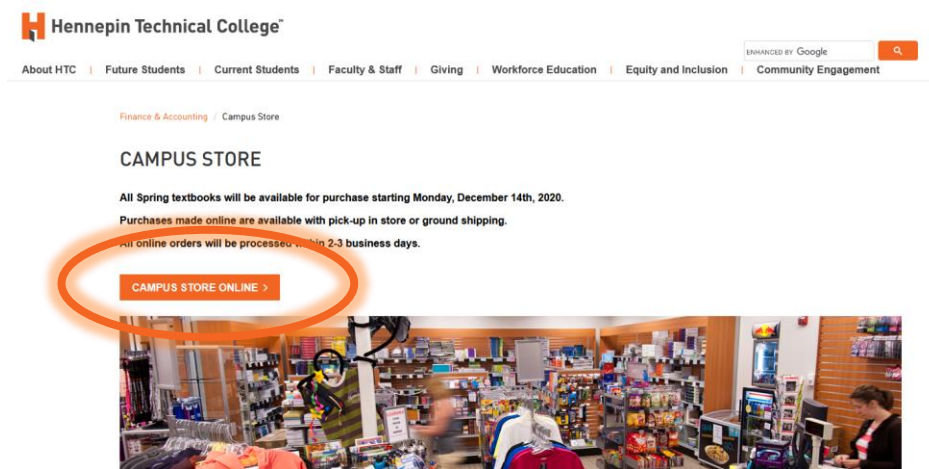
DISCLAIMER: The book charging program allows a student (financial aid applicant) to purchase text books and supplies by charging these purchases at the HTC campus store to the student account. This is a courtesy extended to the student so they may purchase books before financial aid disburses. The charges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

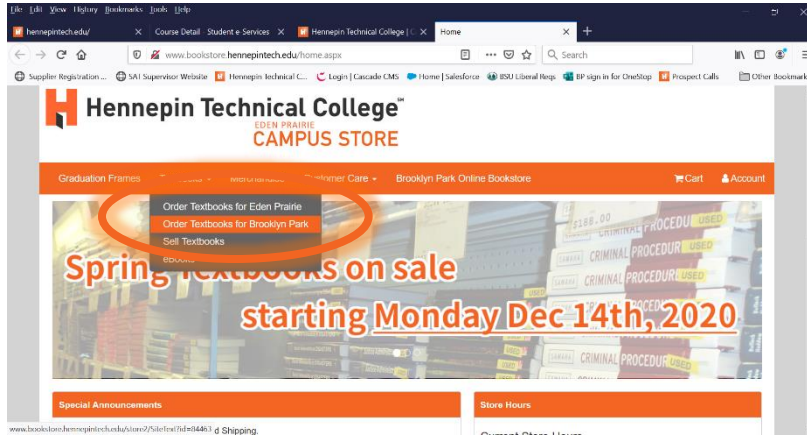
- 1) Go to <https://hennepintech.edu> and under **Current Students**, choose **Campus Store**.



- 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 >

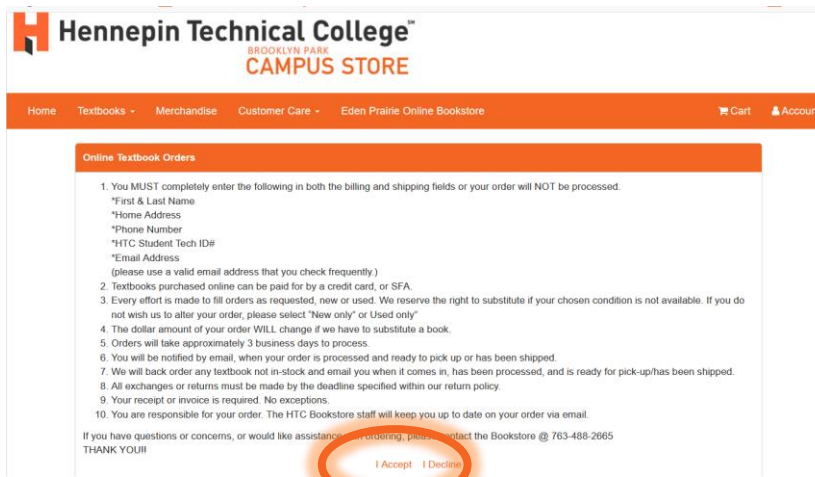
ACCT 1000 - Introduction to Accounting Spring 2021, Section 30

ID #	Subj #	Sec	Title	Dates	Days	Time	Crds	Status	Instructor	Delivery Method	Loc	
001089	ACCT	1000	30	Introduction to Accounting	01/11 - 05/19	M T W Th F	n/a	3.0	Open	Mrkovich, 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	Mrkovich, 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.



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 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:

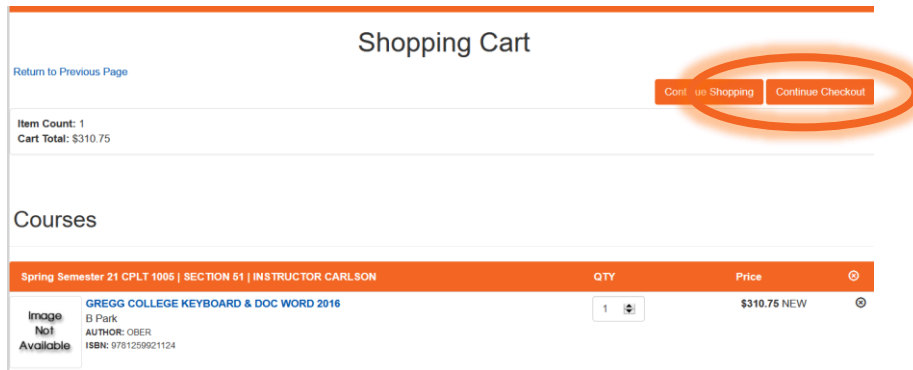
Print

\$310.75 New

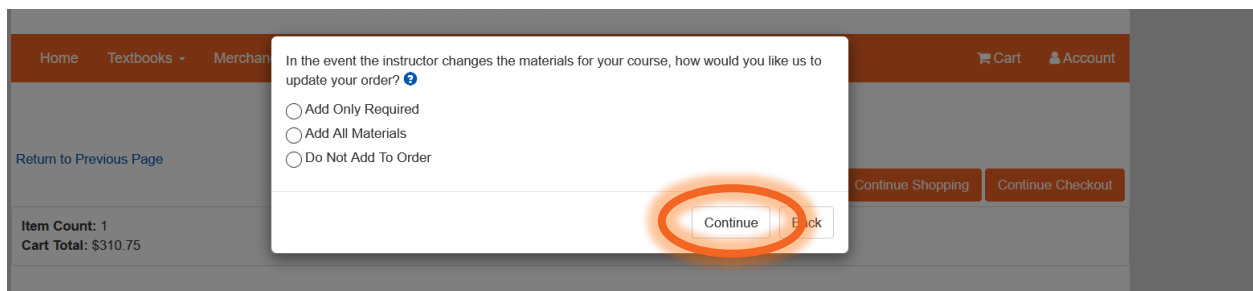
Add to Cart

Continue Checkout

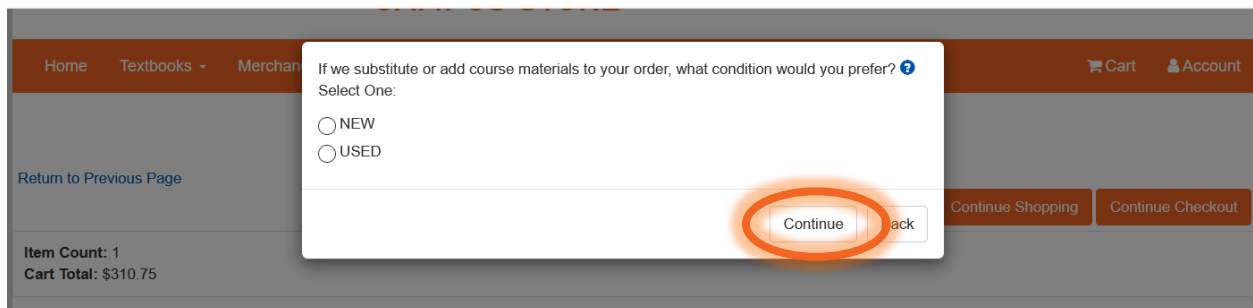
- 9) You will see your Shopping Cart with all the items you have added to your cart. Click on **Continue Checkout** to checkout and pay for items.



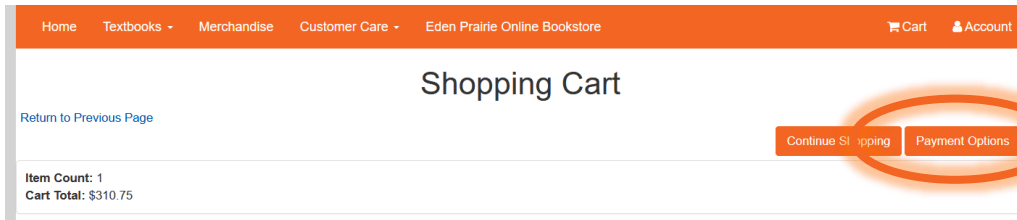
- 10) You will see the message about instructor changes with books/materials and how you would like the bookstore to handle changes with your account. Answer accordingly, then click **Continue**.



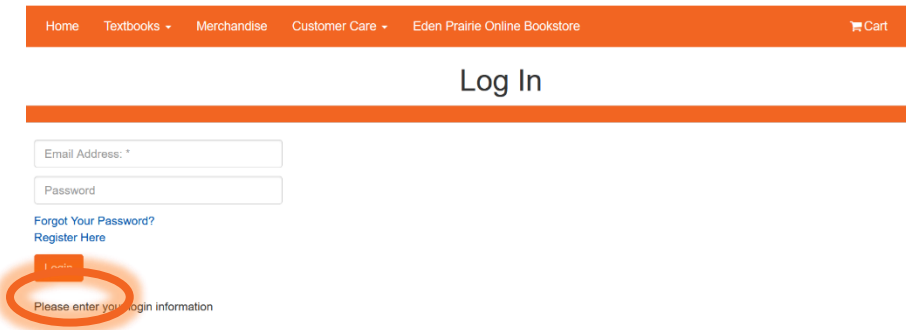
- 11) If you choose to Add any updates, you will be prompted to answer they condition of the book you would like to purchase: **New** or **Used**, then click **Continue**.



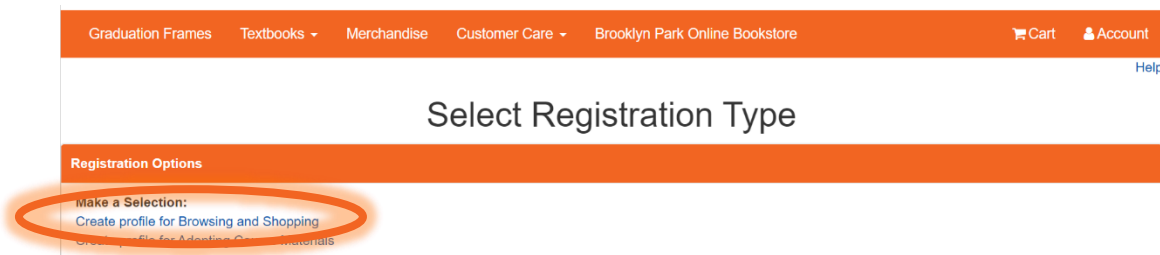
12) Next you will pay for the items, click **Payment Options**.



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.



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



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**.

A screenshot of a web page titled "Customer Registration". The page has an orange header with navigation links: Graduation Frames, Textbooks, Merchandise, Customer Care, and Brooklyn Park Online Bookstore. On the right side of the header are icons for Cart and Account, and a "Help" link. Below the header, the page title "Customer Registration" is centered. There is a section titled "Registration Options" with a sub-section "Make a Selection:". Under "Make a Selection:", there are two links: "Create profile for Browsing and Shopping" and "Create profile for Adaptive Course materials". The "Create profile for Browsing and Shopping" link is circled in orange. Below the links, there is a button labeled "Log In" and a message "Please enter your login information".

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

Shipping 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

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
Grand Total:	\$310.75

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
Grand Total:	\$310.75

- 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 Address
2. Shipping Method
3. Payment Options

Payment Information

Choose Payment Option

Spring FA ← **Choose “_____ FA” (semester FA)**

Account Number * ← **Enter Student ID number (8-digit ID number – ex. 12345678)**

By checking this verification box I authorize the use of my available financial aid for books and supplies. ← **Check the box to authorize use of Financial Aid for books & supplies**

Order Comments

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](#)

Review Cart [Edit Cart](#)

Image Not Available	<p>GREGG COLLEGE KEYBOARD & DOC WORD 2016 QTY: 1 \$310.75</p> <p>Spring Semester 21 CPLT 1005 40 New Only</p>	
Submit Payment	Grand Total: \$325.75	

- 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.