

# How to Order Books Online

1. Obtain the class schedule
2. Visit [www.northlandcollege.edu](http://www.northlandcollege.edu). From the Northland home page, select Current Students, scroll to the icons as the bottom of the page and click the "Bookstores" icon. OR visit [www.nctcshop.com](http://www.nctcshop.com)
3. Select the 'Textbook' tab located at the top of the screen
4. Choose the campus for the course (EGF, TRF, or Online – Distance Learning)
5. Choose the appropriate Term, followed by Department, then Course, Section, and **Instructor** (this is *very important*, as some courses look identical except for the instructor name).

Select Your Courses

TERM	SELECT DEPARTMENT	SELECT COURSE AND SECTION
SPRING 18 (Order Now)	ECON ENGL FYEC HIST HLTH HPER HUMN MATH MKTG MUSC ORI PHIL PHYS PLSC PNRS	2202 - 90 - Kristofor Paulson 2202 - 91 - Kristofor Paulson

Use shift key for multi-select

6. Click the "Add Selection" button – if this is not easily visible, simply scroll down a bit.
7. The course added should now be visible in the "Your Current Course List." Continue to add as many courses as needed.

ADD TERM/DEPT/SECTION?

Add Selection

Clear Selection

### Your Current Course List

Term	Dept	Course	Section	Instructor	Remove?
SPRING 18	ECON	2202	90	Kristofor Pauls	×

Get Course Materials

8. When finished adding courses, click the "Get Course Materials" button. Scroll down a bit if not visible.

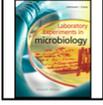
9. The information display as follows:

Course Materials > Select Term, Departments and Courses > Select Course Materials Help

SELECT COURSE MATERIALS Shopping Cart Print Book List

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Term: Summer 2017 Books 18 Name: BIOL 2221 Section: 01 Instructor: Sarina Bauer Course ID: 000020 Location:



Required

LAB. EXP. IN MICROBIOLOGY

Author	JOHNSON
Edition	11TH 16
Published	2016
Date	2016
ISBN	9780321994936
Publisher	PEARSON

[More info...](#)

<b>\$99.00</b>	Used	Qty: <input type="text" value="1"/>	In Cart
<b>\$131.00</b>	New	Qty: <input type="text" value="1"/>	Add to Cart



Recommended

MICROBIOLOGY:INTRO.

Author	TORTORA
Edition	12TH 16
Published	2016
Date	2016
ISBN	9780321929150
Publisher	PEARSON

[More info...](#)

<b>\$166.00</b>	Used	Qty: <input type="text" value="1"/>	Add to Cart
<b>\$221.00</b>	New	Qty: <input type="text" value="1"/>	Add to Cart

Shopping Cart Print Book List

A photo of the item (if available), along with the ISBN, Author, Edition, and price options will be shown.

10. Select the materials desired by clicking the corresponding 'add to cart.' The cart icon turns from Red to Blue and will now say 'In Cart.'
11. Once all desired materials have been placed in the cart, click the "Shopping Cart" button.
12. A drop-down box appears. Select one of the following preferences:

**Used Preferred** (this is the default for any used selection added to the cart). Used will be chosen first if available. If unavailable, New will be selected, and the order will be updated for the price change.

**New Preferred** The same as Used Preferred, except New will be chosen first. If it is unavailable and a used title is, Used will be chosen.

13. Should an item be ordered in error, simply click the red 'x' to remove.
14. Click the "Continue Checkout" button to checkout, or if necessary, the "Continue Shopping" button to order more materials.

**\*\*For class schedules with courses on more than one NCTC Campus, such as a campus course and an online course, choose continue shopping, and follow the instructions starting from Step 4.**

15. If prompted, save any changes (will not appear if no changes are made).
16. An order preferences screen appears, which will allow the student to automatically add any additional materials an instructor may add prior to the course start. Choose the appropriate responses.

Cart > Update Action Preferences

[Help](#)

### ORDER PREFERENCES

If an instructor changes course materials before an order is processed, we will remove unnecessary items.

**However, for materials your instructor adds, please select your preference:**

Course	Section	Professor	Order Update Action	Preference
ADMS 1100	90	Nancy Poxleitner	Select Action ▼	Used Prefer ▼

I understand that by allowing the bookstore to modify my order based on my instructors' actions, the final total of my order may be increased from that being quoted at this time.

[Continue Checkout](#)

17. Click the disclaimer box stating an understanding of the choices, and click "Continue Checkout."
18. Log in to your account. If this is the first time ordering, click "Register Here." On the next screen, choose "Create Profile for Browsing and Shopping."

### LOG IN

Email Address:

Password:

[Lost Your Password?](#)  
[Register Here](#)

[Log In](#)

Please enter your login information

19. Once logged into the account, the order summary (including payment information) will be displayed. Changes to the order can still be made from this screen by clicking anything in **BLUE**. A phone # and email are listed, as well as the link to the bookstore return policy.
20. Choose either 'Pickup Order' for campus pickup or 'Ship Order' to ship to a personal address. If choosing to pick up, choose either East Grand Forks or Thief River Falls.
21. 'Payment Options' has now been added to the check-out screen. Choose 'Credit Card' and fill out the required information if paying with credit card. Choose 'Student Account' if using financial aid, PSEO, VA, third-party, or open student account (for required materials).  
Any rental materials will need a securing credit card. This information will appear under the payment options as well, and will need to be completed prior to processing the order.
22. If any special information or comments for your order are needed, enter them in the optional 'Order Comments' section.
23. Click Submit Order. An order confirmation screen will appear listing an order number. **REMEMBER:** your order is not complete until you receive an email stating your order has shipped.