

How to Order Books Online

1. Obtain the class schedule (can be printed from e-services)
2. Visit www.northlandcollege.edu. From the Northland home page, select Current Students, scroll to the icons at the bottom of the page and click the "Bookstores" icon.
3. Click on "Textbooks" at the top of the page, or "Order Textbooks" at the bottom of the page.
4. Choose the campus for the course (EGF, TRF, or Online – Distance Learning)
5. Using the drop-down menus, choose the appropriate Term, Department, and Course-Selection-**Instructor** (this is *very important*, as some courses look identical except for the instructor name).

The screenshot shows the Northland Community & Technical College Bookstores website. The navigation bar at the top includes links for Home, Login/Register, Textbooks, Faculty Textbook Adoptions, Contact Us, and Kits. The main header features the college logo and the word "Bookstores". The central section is titled "Select Term and Departments" and contains a search interface. It includes a "Search for Book" field, a "Search by Course" section with dropdown menus for "Your Term" (showing "SUMMER 19 (Order Now)" and "FALL 19 (Closed to Orders)"), "Department", and "Course-Section-Instructor", and a "View Your Materials" button. A footer contains links for Faculty Adoptions, Order Textbooks, How To Order, Store Policies, Northland Home Page, My Account, and Contact.

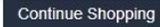
6. Continue to add as many courses as needed. (The 'Term' stays the same)
7. When finished adding courses, click  to see book info.

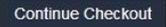
The screenshot shows a product page for a textbook. At the top, it displays course information: Term: Summer 19 | Name: HLTH 1106 | Section: 90 | Instructor: Mary Amundson | Course ID: 000048 | Location: . Below this is a "Course Notes" section stating that an e-book option is available but not through the bookstore. The main content area features a book cover for "Medical Terminology Systems" by GYLYS. The title "MEDICAL TERMINOLOGY SYSTEMS-W/ACCESS" is prominently displayed. The author is GYLYS and the ISBN is 9780803656877. There are two pricing options for the print version: \$90.75 New and \$68.25 Used. An "Add to Cart" button is located at the bottom right.

8. Select the materials and . 'Added to cart' will appear next to the item.
9. Once all desired materials have been placed in the cart, 
- 10.

Shopping Cart

[Return to Previous Page](#)





Item Count: 2  [Cart Summary](#)
 Cart Total: \$171.00

Courses

Summer 19 HLTH 1106 SECTION 90 INSTRUCTOR Mary Amundson		QTY	Price	
	MEDICAL TERMINOLOGY SYSTEMS-W/ACCESS DistanceL AUTHOR: GYLYS ISBN: 9780803658677	1 	\$68.25 USED	
Summer 19 MATH 1003 SECTION 90 INSTRUCTOR Lyle Balton		QTY	Price	
	DOSAGE CALCULATIONS-W/ACCESS (NEW) DistanceL AUTHOR: PICKAR ISBN: 9781439058473	1 	\$102.75 NEW	

 Increase or decrease quantity.
  Remove items added in error.

11. Select 'Yes' or 'No' for condition substitution message. Click 'Continue.'
12. Select an answer for the instructor materials change question. Click 'Continue.'
13. Select 'New' or 'Used' for substitute materials preference. Click 'Continue.'
14. Click 
15. The Log In screen appears. Enter your email and password. If this is a first-time order, click 'Register Here.' On the next screen, choose "Create Profile for Browsing and Shopping."
16. Once logged into the account, 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.
17. Choose your payment option from the drop-down menu.
*****Please Note***** Any rental materials need a securing credit card.
18. If any special information or comments for your order are needed, enter them in the optional 'Order Comments' section.
19. Click Submit Payment. An order confirmation screen will appear listing an order number.