


**What:** Online Ordering for textbooks  
**Where:** DSU University Store Website  
**When:** NOW

\*Quality control with regard to books being received on time can only be guaranteed if students order books from our online University Store. If you order books elsewhere and you do not receive them in time to begin a course, instructors are not required to allow extensions of time to complete work. The late work policy for the course will apply. It is expected that you will have your book when the term begins.\*


**SPECIAL NOTE – PLEASE READ:**

- **Check your class schedule in Campus Connection prior to ordering because instructors may have changed since registration. You will need a copy of your schedule when placing your order.**

**Accessing your Student Account**

1. Go to the Dickinson State University website: [www.dickinsonstate.edu](http://www.dickinsonstate.edu)
2. Click on the link “**Campus Connection**” located under the Apps icon in the upper right hand corner of the DSU webpage (  ).
3. Input User ID and Password
  - a. You would have established your User ID and Password when completing the Account Claiming process after you applied to DSU.
  - b. If you do not know your User ID or Password, please contact Information Technology Services at (701) 483-2838.
  - c. Please have your STUDENT ID number ready when calling.

**Step by Step instructions for textbook ordering**

1. Click on the “**University Store**” link located under the Apps icon in the upper right hand corner of the DSU webpage (  ).
2. Click on “**Textbooks**” in the menu bar across the top of the screen
3. Make sure “**Spring 2020**” is showing in the “**Term**” box
4. Select the “**Department**” that designates class for which you are purchasing the selected book or materials. This information can be found of your class schedule.
5. Select the “**Course**” and “**Section**” for the course.
  - Repeat steps 4 and 5 for additional courses.
6. Click “**FIND MATERIALS FOR COURSE(S)**”
7. Choose the “**Type**” of book that you would like to select
8. In the “Buy” section, put a check mark next to the type of book or materials that you would like to choose.
  - a. RENT is a book that you pay to use over the duration of the course and the Rental Period is specified as to how long you may keep the book for use. Rented books cannot be “*sold back*” to the bookstore and you do not receive any money back from the bookstore for returning the books.
    - i. Rental books must be returned prior to the due date and you are responsible for the cost of shipping the Rental book back to the bookstore. The due date is specified under Rental Period during purchasing and will be specified on your receipt. There may be additional charges for books that are not returned within the time frame of the specified rental period.

- ii. Digital Rented books will only be available during the rental period. You will receive an email providing you with the details of how to access your Digital books.
  - b. BUY is a book that you are purchasing. Some books are available to BUY NEW or BUY USED. You own the book if you BUY it and you may be able to sell back the books to the bookstore if the book will be used for the next semester. Please contact the bookstore for any questions about how to sell back textbooks and the type of textbooks that are available to sell back.
9. Click **"ADD ITEM TO BAG"** once you are satisfied with your selection(s). It will show which selection was added to your cart with a checkmark to the right of the selection that you have chosen.
10. If you have additional classes to purchase books for, click on **"CONTINUE SHOPPING,"** and go through Steps 4 through Step 10 until all purchases have been added to the cart; otherwise if you are finished Click **"VIEW BAG AND CHECKOUT"**
11. Click **"CHECKOUT"** if you are ready to proceed with your purchase.
12. Select your choice for "Textbook Substitutions" from the pop-up window. Click **"PROCEED TO CHECKOUT"** to continue
13. You can either **"Create Account"** (go to Step 13a) or **"Continue as Guest"** to checkout
- a. **"Create Account"**
    - i. Fill in the Contact Information
    - ii. Go through the Terms of Use and Privacy Policy links at the bottom of the Contact Information.
    - iii. Click **"Create Account"**
14. Choose your desired **"Delivery Method"** - **"Pick Up"** or **"Ship to an Address"**.
- a. **"Pick Up"** Choose "Dickinson University Store" to pick up at the DSU Bookstore.
  - b. Click **"PROCEED TO PAYMENT METHOD"**
    - i. If you are purchasing your books with a credit card and are electing to do a Store Pickup as shipping method, you will be REQUIRED to show identification and the credit card used for purchase at the bookstore at the time you pick up the textbooks and materials.
  - c. **"Ship to an Address"**
    - i. Type in your Contact Information
    - ii. Click **"SAVE NEW SHIPPING ADDRESS"**
15. Select the **"Payment Method"** for your purchase
- a. If you choose to use Financial Aid
    - i. It will then display another box under that where you will be required to type in your **Student ID Number**
    - ii. Click the **"FIND ACCOUNTS"** button
      - 1. If you get an error, please verify your student ID number is correct.
      - 2. If your Student ID number is correct and you still get an error please contact the Dickinson State University Follett bookstore at the contact information listed below.
  - b. Enter your Credit Card information if you are purchasing with a credit card.
16. Click **"PLACE ORDER"** at the bottom of the page.
17. A review of your order is given. Please make sure everything is correct. If so, click **"PLACE ORDER"**.
18. It will display your order number and also state that you will receive email confirmation of your order.
19. You can print a copy of the email and save for your records

20. Once the bookstore confirms that the books are in stock, you will receive an email confirmation that the books are either ready to pick up or a tracking number if they are being shipped.
21. Please review the bookstore return policy by clicking on “**Returns**” at the bottom of the page under “**Customer Service**”
  - a. If a return is needed, the slip included with your purchase will contain the directions on how to process a return.
22. If you have any difficulties with ordering, you can contact the University Store manager at : 701-483-2314 or 701-483-2418 or email: [dickinsonstate@bkstr.com](mailto:dickinsonstate@bkstr.com) .