



**All textbooks and course materials are NOW housed on the Rapids campus. Orders can be shipped to you via UPS (*charges apply*) or picked up at the Cambridge Store (*no fee*) after placing an online order.**

\*Please allow two (2) business days for Cambridge pick up orders to be available. You will receive an order pick up confirmation email when your order is ready. Please have your photo ID ready at the time of pickup!

-Read the website terms and conditions and click "Agree" to continue.

-If this is your first time ordering, you must create a Bookstore account. Click on the "My Account" tab. If you already have a Bookstore account created, click the "My Account" tab to log in.

### **SPRING 2024 Textbook & Course Material Online Ordering Instructions**

1. Pull up your ARCC course schedule (log into your Anoka-Ramsey eServices Account, click on Courses and Registration, and then click on View/Modify Schedule (it is important to get the correct schedule format in order to navigate our site accurately)).
2. Go to <http://Bookstore-CR.AnokaRamsey.edu/Home.aspx>.
3. Ordering on our Campus Store website: **A CAMPUS STORE STUDENT ACCOUNT HAS BEEN AUTOMATICALLY CREATED FOR YOU.** First time users will enter your Anoka-Ramsey student email address, usually in this format: (**FIRST NAME.LAST NAME**)@MY.ANOKARAMSEY.EDU in the "Returning Customer" fields. Your initial password is your **STARID** number IN ALL CAPS.
4. On the banner, click on "TEXTBOOKS" and then select "Order Textbooks".
5. Refer to your course schedule. On the left side you will see **Subject, Course, Section, and Instructor**. Follow to the right for the **Location**. (Example: ENGL 1121 59 Bean, Catherine Rapids Campus). On our website, select "Your Term" - **SPRING 24 (Order Now)**. Then from the drop down box select your Department (refer to your schedule, i.e.: ENGL), then from the drop down box, select your Course-Section-Instructor (i.e.: 1121 – 24 59 61 – BEAN, CATHERINE). Repeat these steps for every class.
6. Once you have all of your courses added, scroll down and click "View Your Materials."
7. Select New or Used (*if available*) by clicking the circle button next to your choice. Once selected, click "Add to Cart" directly underneath the title. All books, Rentals, eBooks, Required, and Optional materials will be listed for each course. If an eBook is available, please make only one selection: either the eBook OR the physical book, but not both! The PSEO program DOES NOT cover OPTIONAL items.
8. Click "Continue Checkout" at the bottom of the page to view your shopping cart.
9. If you are ready to complete your order, click "Checkout." Answer the questions regarding New/Used substitutions, and if your instructor changes materials should we update your order. Click "Save," then click on "Payment Options." You will be brought to the Login screen.
10. A campus store student account has been automatically created for you. First time users enter your Anoka-Ramsey student email address, usually in this format: (**FIRST NAME.LAST NAME**)@MY.ANOKARAMSEY.EDU. Your initial password is **your STARID** number IN ALL CAPS.

-Once you're logged in, you will be prompted to create a new password for your Campus Store account login (*this is separate from your eServices account*). Select a Challenge Question and enter an answer.

-Billing Address depends on how you're paying. If you're using Financial Aid (FAFSA), PSEO, VETS, or other 3<sup>rd</sup> Party program funding, enter your ARCC student information, including phone number, (*Business Name is optional*). You can check the box "Use Billing Address as Shipping Address" if both addresses are the same to populate info to the Shipping fields. If paying by a credit/debit card, you must enter the cardholder's information in the Billing Address fields and enter your (the student's) information in the Shipping Address fields- even for pickup orders.

-Your 8-digit ARCC Student ID (Tech ID) is required in the Additional Information field. You can find that number on your course schedule or when you log into your eServices account.

-Then click "Submit Profile."

11. If you already have a Campus Store account created, enter your email address and password to log in.
12. Select your shipping method: "UPS HOME," "Pick up at Rapids Campus Store," or "Pick up at Cambridge Campus Store." \*Note: Financial Aid (FAFSA) is the only FinAid option that covers shipping fees, *pending available funds*. PSEO, VET, & other 3<sup>rd</sup> Party programs do not cover shipping fees, so you will have to select Pickup Order if you are using any of these programs.
13. Click "Save & Continue."
14. Select your payment option. If you don't see FINAID, make sure you're logged in as a student with your 8-digit Student ID number (not StarID), or check the current term Financial Aid charging dates.
15. Verify your Billing address, and click "Continue".
16. The **Order Comments** box is where you make notes for the store, such as the name of someone else designated to pick up your order for you. If you're a PSEO student, please note: "**I'm a PSEO Student.**"
17. Payment options include Credit/Debit Card and FinAid/PSEO/3<sup>rd</sup> Party/VETS. Students using their FinAid will select the Financial Aid option, which can be found in the Payment drop-down menu. Financial Aid (FAFSA), PSEO, VETS, and other 3<sup>rd</sup> Party charging begins three weeks before the start of the semester.
18. You **MUST** enter your 8-digit ARCC Student ID number (*on your schedule*) in the **\*TECHID field**.
19. Check the box, if you authorize the Campus Store to charge your Financial Aid (FAFSA, PSEO, VET, etc.).
20. Click "Submit Payment" to complete your order.
21. After your order has been placed, you will receive an order confirmation email. Once your order has been processed, you will receive a second email showing ready for pick up at the Campus Store you selected.
22. Photo identification is **REQUIRED** when picking up your order. If you are picking up your order at the Cambridge Campus Store, please come into the store and have your photo ID ready. If you are picking up your order at the Rapids Campus Store, please follow the hallway outside the store to the left and go to the Order Pickup window. Please have your photo ID ready.

**\*Please DO NOT activate your eBooks until the start of class or per your instructor's directions.**  
**(Non-activated eBooks are only refundable within 14 days from purchase date!)**

## ➤ Important points to know for getting texts and supplies through our ARCC Campus Stores:

- Please **DO NOT** activate your eBooks until the start of class or per your instructor's directions. **(Non-activated eBooks are only refundable within 14 days from purchase date!)**
- Only REQUIRED or CHOOSE ONE options are covered under PSEO, VET, & 3<sup>rd</sup> Party programs. Financial Aid (FAFSA) and out-of-pocket payment students can purchase any/all course materials.
- PSEO, VET, & 3<sup>rd</sup> Party programs do not cover shipping charges, so you will need to pick up your order at either Campus Store. If you are unable to pick up your order, you can designate someone else to pick it up and sign for your order on your behalf, but you will have to notify us beforehand. Financial Aid (FAFSA) and out-of-pocket payment students can select to have their orders shipped to them for a fee.
- PSEO students return your textbooks to either Campus Store after your class ends or during Finals Week, WITH accompanying completed PSEO Returns form. A Campus Store staff member will check in your order and give you a receipt for your records. It is important you keep track of that receipt (file it away or take a picture of it) for at least 2 months after the semester ends, until billing closes, so you can show proof you returned your books in the event you receive a bill for non-returned books.
- If an eBook and a physical text are listed as CHOOSE ONE, then you should select one choice. The PSEO, VET, and 3<sup>rd</sup> Party programs only cover one option. You can get the digital eBook version or the physical paper copy of the book, but NOT both (YOU will be personally charged for one if you get both).
- OPTIONAL and RECOMMENDED textbooks and supplies are NOT covered under the PSEO, VET, and 3<sup>rd</sup> Party programs (unless preauthorized). If you want an item that is coded as OPTIONAL or RECOMMENDED, you can place a separate online order and pay with a credit/debit card.
- Most books and supplies are now housed at the Rapids Campus Store (including Cambridge class books/materials/supplies). You can have your online order transferred (no fee) to the Cambridge Campus Store for pickup there during regular business hours. We will still carry Cambridge course ART supplies and Lab Kits at the Cambridge Campus Store for students. They can place an online order if they want to pick up their materials at the Rapids Campus Store. We cannot ship most ART supplies.
- Be sure to note any information for the store staff in the COMMENTS box during the final checkout page, such as, "I'M A PSEO STUDENT", or the name of an alternate person designated to pick up and sign for your order (with their own photo ID). This will help us ensure we process your order accurately.
- You have two weeks from the start of the FALL or SPRING semester (and 14 calendar days from a late-start class- beginning midway through the semester) to return materials in the condition purchased, along with the original register receipt or your online order Packing Slip, for a refund. Sealed packages that have the shrink-wrap opened, exposed access codes, books with noticeable damages made after the purchase, and USED books sold "AS-IS" are NON-REFUNDABLE. Returns are accepted 7 calendar days from the start of SUMMER semester (and 7 calendar days for late-start classes).

➤ **Experiencing issues with ordering online?**

If you do not see the FinAid/PSEO/3rd Party/VETS option in the drop-down menu, please check the following:

- Do you have a hold on your student account?
- Is the Student ID number you entered your Anoka-Ramsey 8-digit Tech ID number?

If you need help resetting your Campus Store password or if you are experiencing other issues, please contact us at **763.433.1250** (Rapids Store) or **763.433.1850** (Cambridge Store), or email us at [CampusStore@anokaramsey.edu](mailto:CampusStore@anokaramsey.edu).

➤ **Accessing eBook purchases through the Campus Store:**

At the start of your class or when your instructor advises you, log into your Campus Store account <http://Bookstore-CR.AnokaRamsey.edu/Home.aspx> using the information you used to place the eBook order. Click on “My Account” in the upper right hand corner of the page. Select “Activate and Access eBooks” from the list of options. Scroll down the page to see your eBook titles. Click on the image or title to launch the program. **DO NOT activate your eBooks until the start of class or per your instructor’s directions!**  
**(Non-activated eBooks are only refundable within 14 days from purchase date!)**

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➤ **Example of matching your course schedule with the online courses for the term selected:**

It is important that you follow the **SUBJECT, COURSE, SECTION, INSTRUCTOR,** and **LOCATION** based on your course registration schedule when navigating our online store to ensure you get the correct materials.

ID #	Subj #	Sec	Title	Dates	Days	Time	Crds	Status	Instructor	Delivery Method	Loc	
000358	ENGL	1121	59	College Writing and Critical Reading: Popular Culture	01/08 - 05/10	n/a	n/a	4.0	Open	Bean, Catherine ✉	Completely Online: Asynchronous	📍

Search by Course

▼ SPRING 24 (Inquiry - Viewing Only)    🔍 ENGL    🔍 1121 -24 59 61 -BEAN, CATHERINE

▼ SPRING 24 (Inquiry - Viewing Only)    🔍 Department    🔍 Course-Section-Instructor

- ADCS
- ANTH
- ART
- ASL
- BIOL
- BMED
- BUS
- CAOR

+ Add Another Course    🔍 View Your Materials