Below are the step-by-step instructions for ordering textbooks.

1. Visit [the RCTC Bookstore's website](#)
2. Click "Login" at the top right of the webpage.
   a. If you have ordered books online through the Bookstore' site use your past log in.
   b. If this is your first time, click "Register Here" – then select Create profile for Browsing and Shopping.
   c. Create a Username and Password, then fill out your billing address, shipping address, and your student ID. Then click "Submit Profile" on the bottom of the page. *We ship via FedEx. FedEx will <u>not</u> ship to PO Box.*
3. Select "Textbooks" option on the top, then click Order textbooks. Read over this page and Click "I Accept".
4. The next page allows you to select the Term and Departments.
   a. The term should be set to the current term, but if it is not, you can click the down arrow and change it.
   b. Next, click on "Department" and select your subject. Ex. BUS
   c. Next click on your Course and Section Number. Ex. 1101-01.
   d. If you have another course, you can add it. Once you have entered all your courses, click "View Your Materials."
   e. Select either New/Used/Rental New or Used & "Add to Cart".
   f. **Optional Books are NOT Required. You can purchase an optional book, but it is not mandatory.**
   g. Click "Continue Checkout".
   h. Click "Continue Checkout" again.
   i. The following message pops up: "All textbook totals are calculated at the time of order using "new" prices. We strive to fill textbook orders with the requested condition, NEW/USED. If the requested condition is not available, your order will be filled with the next available condition. Final charges on textbook orders are placed at the time of processing and will

change according to the NEW/USED condition of the book pulled. Your confirmation email is not the final processed amount of your order then click "Continue".

    j. The next pop-up says: "In the event the instructor changes the materials for your course, we will fill your order with the preferred condition if available. If that condition isn't available we will fill the available condition. Prices are subject to change on all textbooks. Your order confirmation email amounts may differ at the time of processing, dependent on what condition of the book your order is filled with. Select one of the options and click Continue.

    k. Another pop-up says "If your preferred condition is not available we will fill your order with the condition that is. Your original confirmation amount will be updated according to the USED/NEW condition in which your order was filled with. Prices are subject to change on all textbooks. Your order confirmation email amounts may differ at the time of processing, dependent on what condition of the book your order is filled with. Select one and click "Continue".

5. If you are done shopping click on "Payment Options".

6. The next page choose how you would like to receive your order. Pickup at Bookstore, or Ship Order.

7. If you choose Ship order, verify your shipping address, if changes need to be made click change. If everything is correct click Continue.

8. Payment options, if you ordered a rental book check the Rental Agreement statement.

9. If you are wanting to pay with "Financial Aid." Click the drop down arrow next to credit card and choose Fin.Aid/3rd Party/PSEO. Type your **RCTC Student ID** (*8-digit number that is on your RCTC Student Picture ID*) in the "Account Number" box and check the box that says "**By checking this verification box below, I AUTHORIZE RCTC TO USE MY FEDERAL/STATE FINANCIAL**" and click "Submit Payment". (*Financial Aid is only valid during specific dates generally the first weeks of the Semesters*)

    a. If you are paying with a **CREDIT/DEBIT CARD**, chose Visa or Mastercard, enter the card information, name, and expiration date and click on "Submit Payment."

10. If you are wanting to charge to your Winona State account, choose the down arrow that says Winona State charging. You must be taking classes through Winona State University or Winona State Rochester to charge to your Winona State account.

a. Enter your Warrior ID in the Student ID number field.

b. Check the box that says **Please provide your WSU Warrior id number. WSU students a class schedule is needed prior to placing the order. By checking this box I authorize the use of my WSU funds to pay for books and shipping.**

c. Email the bookstore, bookstore@rctc.edu a copy of your Winona schedule. Your name and Warrior ID must be on the schedule.

d. Click Submit payment.