



## How to Purchase Your Textbooks from the Campus Store Online

### Quick Overview

- Determine which online Campus Store you want to order from
- Search for your course(s) in that campus's online store
- Pick any/all of the items you want to add to your cart
- Create an account at check-out and choose form of payment
- Choose **pick up, ship, or transfer** and complete the check-out process.
- You will get email confirmations that may contain further information or instructions

### Before You Begin

- Have your Student Tech ID handy – this is your **8-digit ID** found near your name on your printed schedule – you will need this to create your account and if you choose to use Financial Aid at check out.
- Have your schedule handy. You will need the **SUBJ, #, SEC** from your schedule **for each course** to purchase your textbooks:

Subj▲	#	Sec	Title	
9	BIOL	1000	30	Biolog
2	BIOL	1100	30	Nutrit

*HINT: EVEN Section # = Books in our Eden Prairie Store  
ODD Section # = Books in our Brooklyn Park Store*

*Example here: the book for this course is found in the Eden Prairie Campus Store Online since "30" is an even number*

### Start at the Correct Campus Store Online

- Eden Prairie Store: [bookstore.hennepintech.edu](http://bookstore.hennepintech.edu)
- Brooklyn Park Store: [bookstore.hennepintech.edu/store2](http://bookstore.hennepintech.edu/store2)

*HINT: You may have to make 2 separate purchases if you are registered for courses at both campuses*

### Once in a Campus Store:

- Click on the **Textbooks** tab at left
- Choose *Order Textbooks* in drop-down menu
- Read Agreement and Click on *"I Accept"* button at bottom of page

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## Now you are on the **Select Term and Departments** page

- Choose Semester with drop-down arrow on left
- Type or select your SUBJ in “**Department**” field in center of page
- Start to type course # in “**Course-Section-Instructor**” field
- In drop-down options, click on / choose your course

Search by Course

FALL 24 (Order Now)

BIOL

Course-Section-Instructor

1000 -30 -Klann

1100 -30 -Klann

1400 -30 -Jano

**HINT:** Be sure you click on the correct Section in the drop-down menu. Different Sections could have different books!

Search by Course

FALL 24 (Order Now)

+ Add Another Course

If necessary, add any other courses found in this Campus Store (*Remember EVEN section # = Eden Prairie and ODD section # = Brooklyn Park.*)

Once you are done adding courses, scroll down and click on the arrow at the bottom right to View Materials.



## Now you are on the **Course Materials** page

- Click in radio-button in any of the items you want to add to your cart
- After choosing your items, click on **Continue Checkout** at bottom right
- Review your order then click on **Payment Options**
- Create an account – *best to use your Hennepin Tech email address*
- Choose form of payment. You can use Financial Aid through the first 2 weeks of the current semester or a credit card - *If using Financial Aid you MUST enter your 8-digit Student ID found on your schedule.*
- Choose pick-up at store, ground shipping, or transfer to other campus store – *Items for pick-up will be processed for pick up at the store from which you order! If you want to pick up your items from the other campus, choose the transfer option. Example: you are ordering from the Eden Prairie Online Store – but wish to pick up your items at the Brooklyn Park Campus – you must choose the transfer to Brooklyn Park campus option.*

**HINT:** Items may be **REQUIRED**, **RECOMMENDED**, **OPTIONAL** or you may have to **CHOOSE** from more than one. Please add items carefully!