

# ORDERING YOUR COURSE MATERIALS

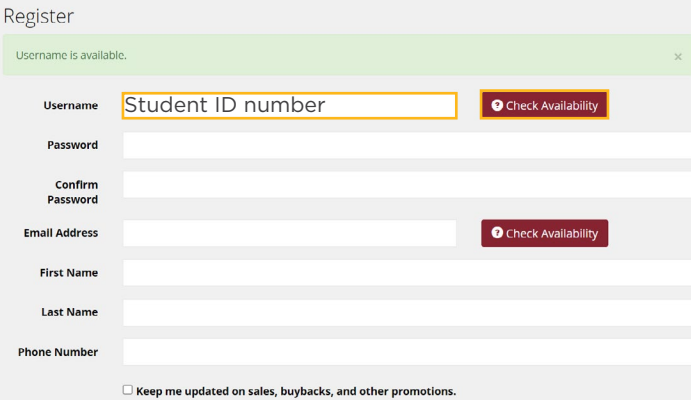
## Step 1

Go to the Mid-State Bookstore login page at [bookstore.mstc.edu/login](http://bookstore.mstc.edu/login). If you are new to the online bookstore you will need to set up an account by selecting Register. If you have already registered for a bookstore account, you can login here.



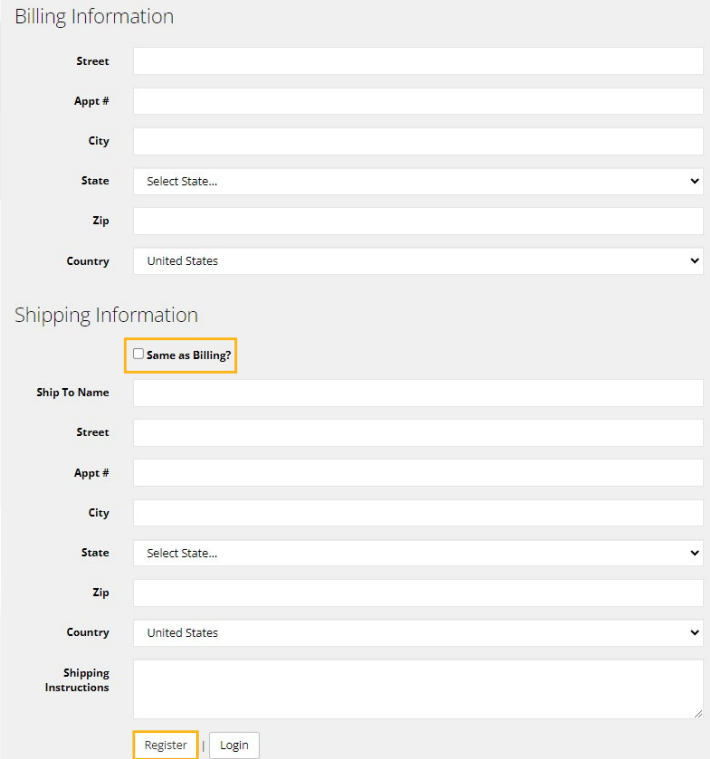
## Step 2

Fill out the registration form. Your username is your student ID number. If you are unsure if you have registered for an account with the bookstore, you can select the check availability box after you enter your student ID number. If the username is available, you have not registered yet.



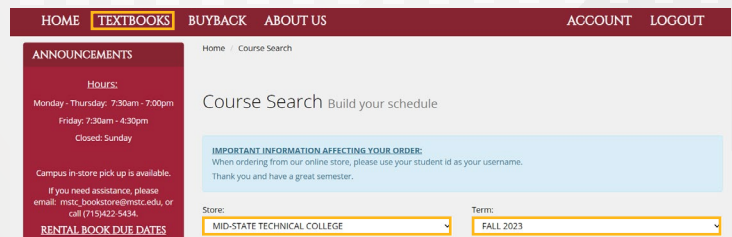
## Step 3

Fill out the Billing and Shipping information. If the shipping location is the same as billing, you can select the Same as Billing box and it will autofill for you. Then select Register.



## Step 4

Once you are logged in, select Textbooks. It will take you to the course search page. You will need to select the campus your course is on and the term you are taking the course in.



## Step 5

Select Your Courses section will appear. Select ALL for department.

Store: MID-STATE TECHNICAL COLLEGE Term: FALL 2023

SELECT YOUR COURSES

Department	Course	Section
Select the Department...		
ALL - ALL		

## Step 6

Then select your course.

Store: MID-STATE TECHNICAL COLLEGE Term: FALL 2023

SELECT YOUR COURSES

Department	Course	Section
ALL		
Select the Course...		
10102101 - Intro to Business		
10102104 - Business Law		
10102110 - Employment Law		
10102121 - Finance and Budgeting		
10102130 - Career Development		
10102131 - Entrepreneurial Management		
10102138 - Organizational Behavior		

## Step 7

Select the course section.

Store: MID-STATE TECHNICAL COLLEGE Term: FALL 2023

SELECT YOUR COURSES

Department	Course	Section
ALL	10102101	
Select the Section...		
600G - Julie Hellmich		
601G - Brian Bartel		
602G - Brian Bartel		
603G - Brian Bartel		
604G - Brian Bartel		
605G - Brian Bartel		

## Step 8

If you have multiple courses, you can select Add Course and repeat steps 5-7. Otherwise, select Find Books and a list of available textbooks will generate.

Store: MID-STATE TECHNICAL COLLEGE Term: FALL 2023

SELECT YOUR COURSES

Department	Course	Section
ALL	10102101	601G - Brian Bartel

Add Course Find Books

## Step 9

Once you select Find Books, your list of available textbooks will appear. Select the option of book you would like. You can buy new or used, rent new or used if book is available as a rental, or get the e-book.

Store: MID-STATE TECHNICAL COLLEGE Term: FALL 2023

Show Course List

FALL 2023 - ALL - 10102101 - 601G

Required: Cengage Unlimited/Textbook: Foundations of Business

Books

No Image	CENGAGE UNLIMITED-ACCESS (1 SEMESTER) Required: REQUIRED Author: CENGAGE Copyright Year: 18 ISBN: 9780357700037	E-Book: Select...
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## Step 10

Once you select the type of book you want, an added to cart message will appear in the upper right corner. You can view your shopping cart or proceed to checkout if you do not need to add any other books.

Added to cart

[View Cart](#) [Proceed to Checkout](#)

If you miss the shopping cart message, you can also view your cart or check out in the User Cart section which is located on the left-hand side.

## USER CART

1 item(s) totalling \$147.05

[Checkout](#)

[Manage Cart](#)

## Step 11

When you are ready to check out, make sure to verify the address information and select show shipping options.

Checkout - Shipping

The screenshot shows the checkout process. On the left, the 'Cart Details' table lists one item: 'CENGAGE UNLIMITED-ACCESS (1 SEMESTER)' for \$147.05. To the right, the 'Cart Totals' shows a subtotal and total of \$147.05. Below this is the 'Address Information' section, which includes fields for shipping and billing addresses. The shipping address is for 'MID-STATE GRIT' at '500 32ND STREET NORTH, WISCONSIN RAPIDS, WI 54494, US'. A 'Show Shipping Options' button is highlighted with a yellow box at the bottom right of the address section.

Item	Details	Quantity	Price	Extended
CENGAGE UNLIMITED-ACCESS (1 SEMESTER)	FALL 2023 - ALL - 10102101 - 601G	1	\$147.05	\$147.05

Cart Totals	
Subtotal	\$147.05
Total	\$147.05

**Address Information**

Please fill in and verify your address information.

**SHIPPING ADDRESS**  
edit  
MID-STATE GRIT  
715-422-5600  
500 32ND STREET NORTH  
WISCONSIN RAPIDS, WI 54494  
US  
Allow Substitutions:

**BILLING ADDRESS**  
edit  
MID-STATE GRIT  
500 32ND STREET NORTH  
WISCONSIN RAPIDS, WI 54494  
US

Show Shipping Options

## Step 12

Select your shipping option. You will have the option of FedEx or campus pick-up. Select Continue.

The screenshot shows the 'Shipping Options' section. It has a text input field with the placeholder 'Please select a shipping option.' Below this is a button that says 'Click here for free shipping on Non-Inventory items' with '\$0.00' next to it. At the bottom right, there is a 'Continue' button highlighted with a yellow box.

Shipping Options

Please select a shipping option.

Click here for free shipping on Non-Inventory items \$0.00

Continue

## Step 13

The final step is to process the payment type. The payment methods are listed below. Check the box stating you have read and agree with the checkout policy. The payment options will appear. Select how you are paying for your books.

- Pay in store upon pick-up with cash, check, or card.
- Pay with financial aid which includes loans, grants, or third parties such as employers, high schools, departments, etc.
- Payment which would be a credit or debit card.

The screenshot shows the 'Checkout Options' section. It includes a text input field for 'Gift Cards / Promo Codes' with a 'Submit' button. Below this is an 'Order Comments' text area. A section titled 'We accept the following methods of payment.' lists: Visa, Master Card, Discover Card, and Financial Aid. There is a link for 'Checkout Policy'. A checkbox labeled 'I have read and agree with the checkout policy.' is checked and highlighted with a yellow box. At the bottom, there are two buttons: 'Pay with Financial Aid' and 'Proceed To Payment', both highlighted with yellow boxes.

**Checkout Options**

Add any Gift Cards or Promo Codes you want to use (comma separated).

Gift Cards / Promo Codes  Submit

**Order Comments**

We accept the following methods of payment.

- Visa
- Master Card
- Discover Card
- Financial Aid

Please read the checkout policy before continuing. Checkout Policy

I have read and agree with the checkout policy.

Pay with Financial Aid Proceed To Payment

If paying with financial aid, you will need to provide additional information. Enter your student ID number in the box and add the type of aid you are using. If being paid by financial aid you are receiving, type financial aid. If it is a third party paying for your books, please list the name of the school, employer, department, etc. Select Submit.

The screenshot shows the 'Financial Aid Form' section. It has a text input field for 'Student ID' and another for 'Type of Aid' with the placeholder 'High School Name Here'. A 'Submit' button is at the bottom right.

**Financial Aid Form**

Must present student ID to pick up your books.

Student ID

Type of Aid

High School Name Here

Submit

Once you submit the payment, you will receive a confirmation email regarding your order. When your order is processed by the Mid-State Bookstore staff, you will receive another email letting you know your books are either ready to be picked up or are being shipped.

If you need any assistance, please contact the bookstore.

**Email: [MSTC\\_Bookstore@mstc.edu](mailto:MSTC_Bookstore@mstc.edu)**  
**Adams Campus Phone: 608.339.3379**  
**Marshfield Campus Phone: 715.387.2538**  
**Stevens Point Campus Phone: 715.344.3063**  
**Wisconsin Rapids Campus Phone: 715.422.5434**



**Adams Campus**  
401 North Main  
Adams, WI 53910



**Marshfield Campus**  
2600 West 5th Street  
Marshfield, WI 54449



**Stevens Point Campus**  
1001 Centerpoint Drive  
Stevens Point, WI 54481



**Wisconsin Rapids Campus**  
500 32nd Street North  
Wisconsin Rapids, WI 54494



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Vice President - Human Resources; 500 32nd Street North, Wisconsin Rapids, WI 54494; 715.422.5325 • [AAEO@mstc.edu](mailto:AAEO@mstc.edu). 9/2023