

ORDERING YOUR COURSE MATERIALS

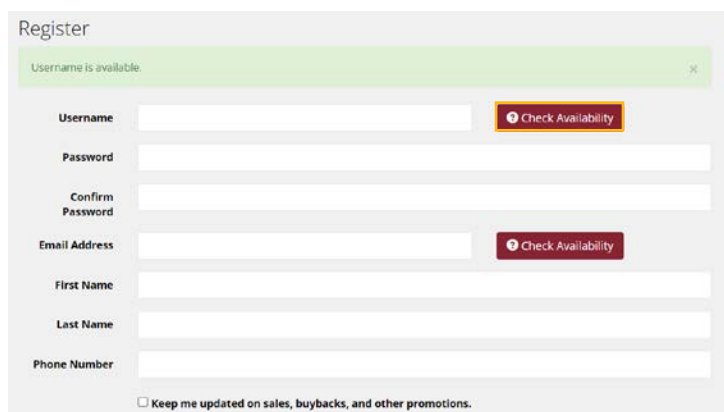
Step 1

Go to the Mid-State Bookstore login page at 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.



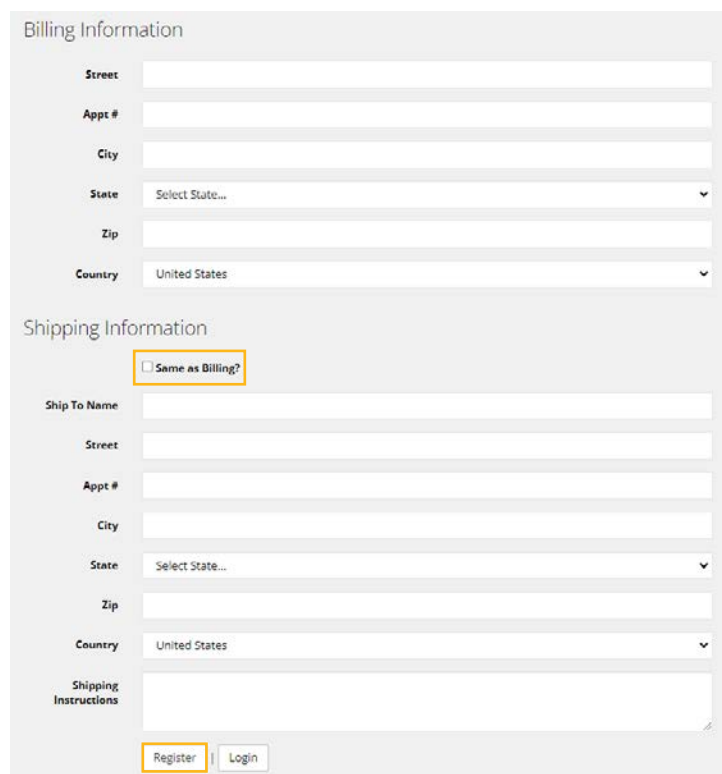
Step 2

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.



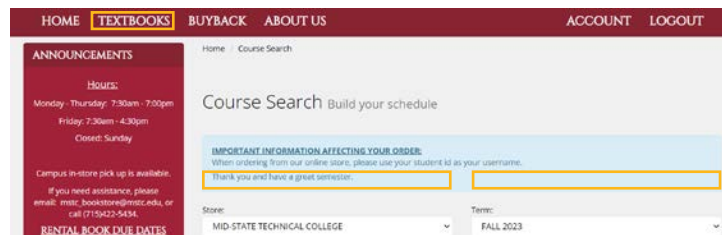
Step 3

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

Cart Details

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.

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.

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.

Financial Aid Form

Must provide student ID to pick up your books

Student ID

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

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



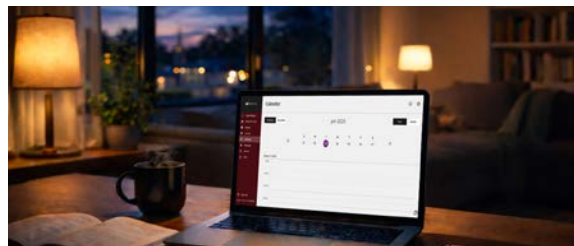
Stevens Point Downtown Campus

1001 Centerpoint Drive
Stevens Point, WI 54481



Wisconsin Rapids Campus

500 32nd Street North
Wisconsin Rapids, WI 54494



Virtual Campus

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