

## Instructions for ordering books for students using self-pay or financial aid:

1. Visit [distanceminnesota.org](http://distanceminnesota.org)
2. Scroll over "Students" in the blue menu bar and select "Current Students."
3. Find and click the "Bookstore" link. *If using financial aid, check valid dates at "Academic Calendar."*
  - At the "Online Bookstore" information page, view answers for ordering, renting, returning books and more. A video tutorial is available for ordering textbooks. ISBN numbers for books are posted for all courses by choosing "Book listing for upcoming term" if ordering books from an alternate seller.
4. Visit "Distance Minnesota Bookstore" to get started in ordering required course materials for an upcoming term.
5. Once at our bookstore website, scroll over "Books" in the blue menu bar and select "Textbooks and Course Materials."
  - a. *All searching is done by drop-down. It is important that you have your course schedule available in order to be sure you view the required materials for the correct course or courses.*
6. Select your term.
7. Select your department. (ex. BIOL)
8. Select your course by number. (ex. 2252)
9. Select your section. (ex. 90)
10. Ensure you have used the correct search criteria, and then click "Submit."
11. When required textbooks and materials display for the course chosen, please note that the lowest priced purchase option is automatically selected.
12. Add desired items to cart.
13. Follow on-screen prompts to complete your purchase.

### Notes:

- When creating an account at the Distance Minnesota Bookstore, we recommend using your student email address.
- If charging books to financial aid, the payment option is available under "Payment Type." You will be asked to provide your name and student ID number to validate funds available.

Should you have questions about your order, please contact the Distance Minnesota Bookstore at 1.855.360.0642.

## Instructions for ordering books for PSEO students or other third party funders

1. Go to [distanceminnesota.org](http://distanceminnesota.org)
2. Scroll over "Students" in the blue menu bar and select "Current Students."
3. Click on the "Bookstore" link
4. Scroll to the answers listed at the bottom and click on "Ordering Books with 3rd Party Pay"
5. Read through the 3rd Party Pay instructions
6. Click on "3rd Party Pay Ordering Book Form"
7. Please have your class schedule available so you can enter the appropriate course information.
8. Under Paying Agency enter PSEO

If you need someone to walk you through the process or have questions about online books, please contact the Distance Minnesota staff at 1-800-657-3930 for assistance.