HOW TO order books online and pay with Financial Aid

DISCLAIMER: The book charging program allows a student (financial aid applicant) to purchase text books and supplies by charging these purchases at the HTC campus store to the student account. This is a courtesy extended to the student so they may purchase books before financial aid disburses. The charges made at the bookstore are added to your tuition bill for the term.

Eligibility to charge books does not mean the student has a completed FAFSA on file or that there is enough financial aid to cover tuition, fees, and books. It is recommended to review eServices under Awards or verify FA status before charging books. A Miscellaneous Charges Authorization form needs to be on file before charging books and it must be within the established Book Charging timeline.

1) Go to https://hennepintech.edu and under Current Students, choose Campus Store.

2) Scroll down and click on Campus Store Online.
3) Click on Textbooks menu and choose Order Textbooks for Brooklyn Park or Eden Prairie. Classes are scheduled under different campuses, even online courses have a campus. To verify the campus of your course, continue to step 4.

4) Either on your registration under eServices or under the online Course Schedule, you may view Course Details. See example below showing the ACCT1000 online course based out of Eden Prairie campus. So textbooks for this class would need to be ordered from the Eden Prairie campus.

5) Once you choose your campus, you will see the online statement that every student must read before ordering textbooks online (see below). After reading, you must choose to Accept or Decline. Accepting the requirements, allows you to move forward with purchasing your books.
6) Next step is to add the course information to the list and then retrieve the required materials:

7) Below is an example of the selections required. Once completed, choose View Your Materials.

8) The list of course textbooks/materials will show (see example below). Choose the book option (new or used, if available), click Add to Cart and then click Continue Checkout.
9) You will see your Shopping Cart with all the items you have added to your cart. Click on Continue Checkout to checkout and pay for items.

10) You will see the message about instructor changes with books/materials and how you would like the bookstore to handle changes with your account. Answer accordingly, then click Continue.

11) If you choose to Add any updates, you will be prompted to answer they condition of the book you would like to purchase: New or Used, then click Continue.
12) Next you will pay for the items, click **Payment Options**.

13) You will be prompted to create an account with the Bookstore. If you have not purchased through the online store before, you will need to click the **Register Here** link.

14) To shop as a student, choose the “Create profile for Browsing and Shopping.”

15) Create the student profile by entering the required information: Email/Password, Challenge Questions, Billing address, shipping address (if different), additional information (requires your student ID number – *not* StarID) and email Opt in/out. Once done, click **Submit Profile**.
16) Click on Payment Options button to continue.
17) The Checkout screen shows your address, shipping method and payment options. Click **Continue**.

18) Choose **Shipping Method** then click **Continue**.
19) You may choose your type of payment under the Choose Payment Option (which defaults to Credit Card). To pay with financial aid, choose “[term] FA.” ([term] means the semester that the courses are offered—for example, Spring FA). Enter Account Number, which is your 8-digit Student ID number* – not StarID). Check the box to authorize the use of your FA to pay for your books/supplies. Then click Submit Payment.

20) If your information is correct, and you have your Miscellaneous Charges form turned in, you will be successful with your financial aid bookstore payment. If it is not successful, there could be an issue with your Account (Student ID number – NOT StarID) or your FA status. Please check with the Bookstore or the OneStop Center if you have any trouble with purchasing your books.

*If you are not certain of your Student ID, log into eServices, and on the top right corner of the right window, you will see your ID number.