



MISSOURI STATE UNIVERSITY

2019-2020 SOAR

HOW TO ORDER YOUR TEXTBOOKS



Welcome to Missouri State University! This is a simple, step by step guide for 2019-2020 parents and students on how to order your textbooks on the MSU Bookstore website. This guide has screen shots, with each step, to help guide you through the process. As always, if you continue to have questions throughout the process, feel free to contact the bookstore via phone, email or in person.

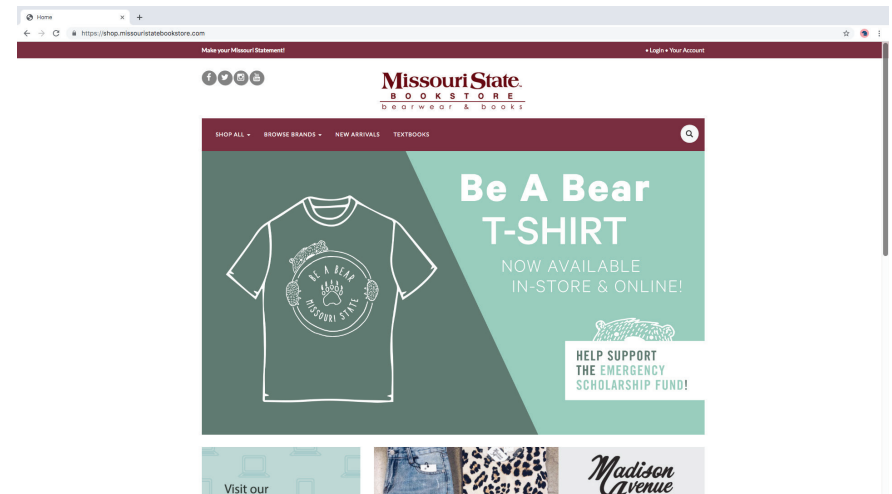
Missouri State University Bookstore
717 S. Florence Ave.
Springfield, Missouri
65897

Phone: (417) 836-5403
Email: bookstore@missouristate.edu

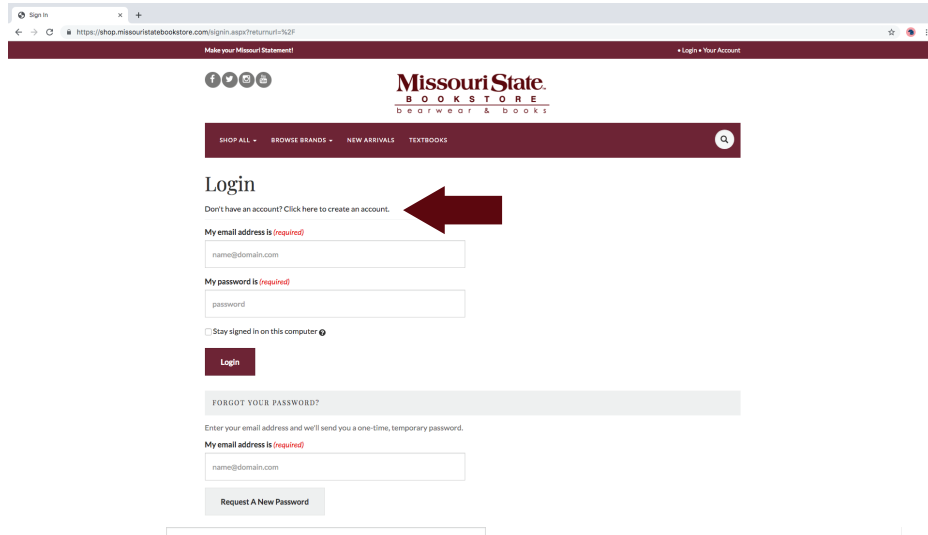
Have a great semester! We look forward to seeing you in the bookstore, where we can meet your BearWear and educational needs! Go Bears!

Step 1: Navigate on your browser to shop.missouristatebookstore.com. This is the site where you can order your textbooks, BearWear and more for online delivery to your home address, or for pickup at the bookstore.

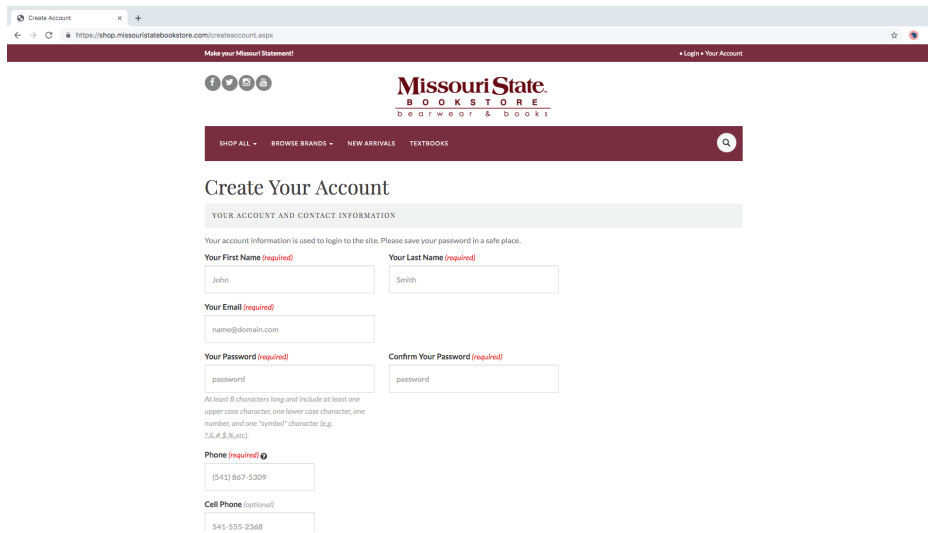
Step 2: Click on “Log in” in the top right corner. If you do not have a shop account already, it is **REQUIRED** to set one up. **You MUST use your MSU email account.** If you already have an account for bookstore shopping, fill out your login information and after you sign in, skip to step 5.



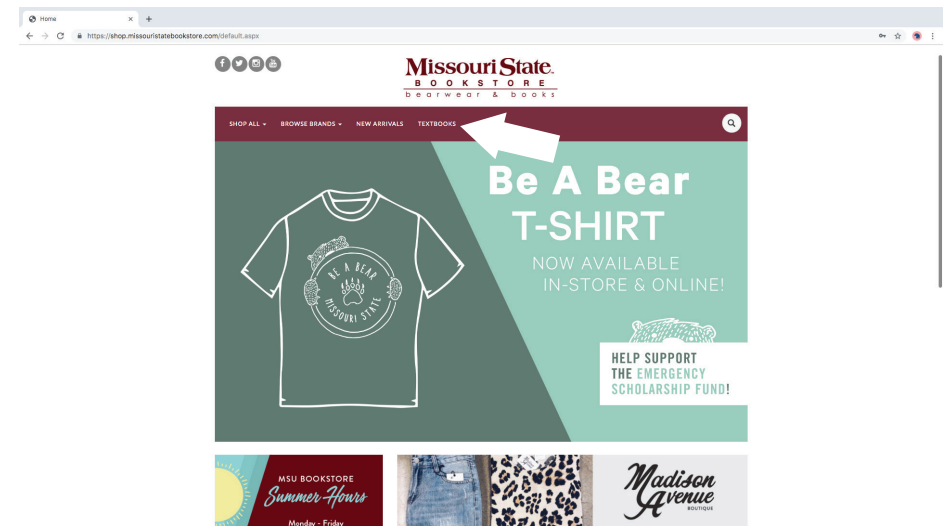
Step 3: When you come to the login page, click on the text that reads “Don’t have an account?” Click here to create an account.”



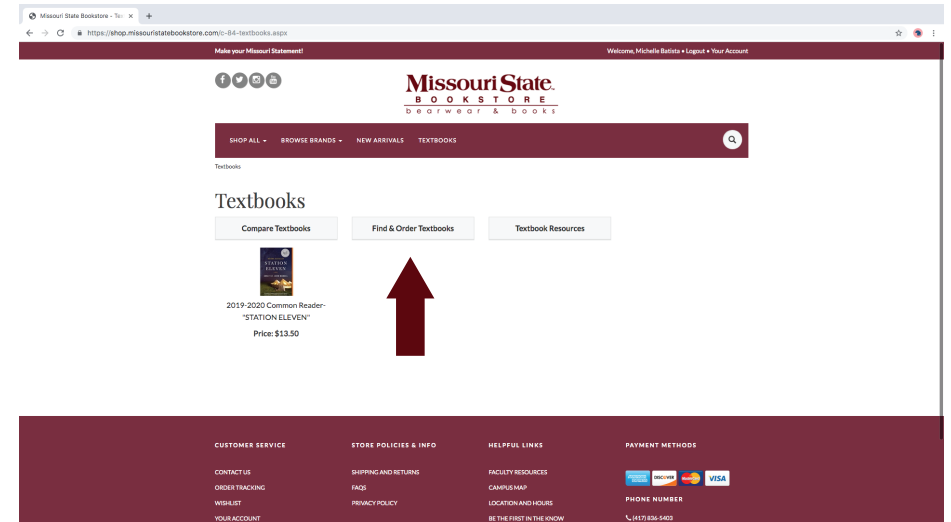
Step 4: Fill out all the below fields before clicking create account. Your password is one you created for the shop site. It is **NOT** your MyMissouri State info.



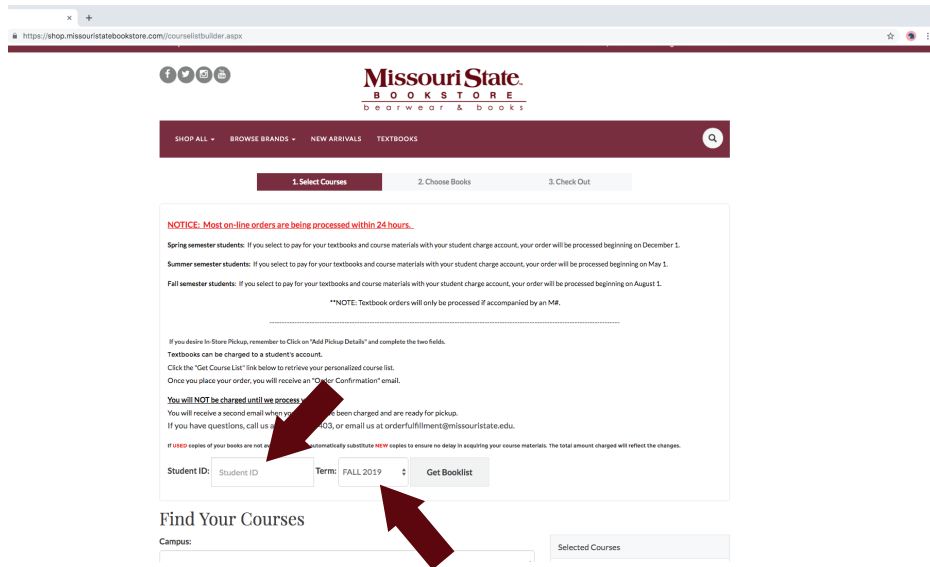
Step 5: Once you’ve successfully created your account and are logged in, click “Textbooks” on the maroon category bar. It will bring you to the textbook page (see below).



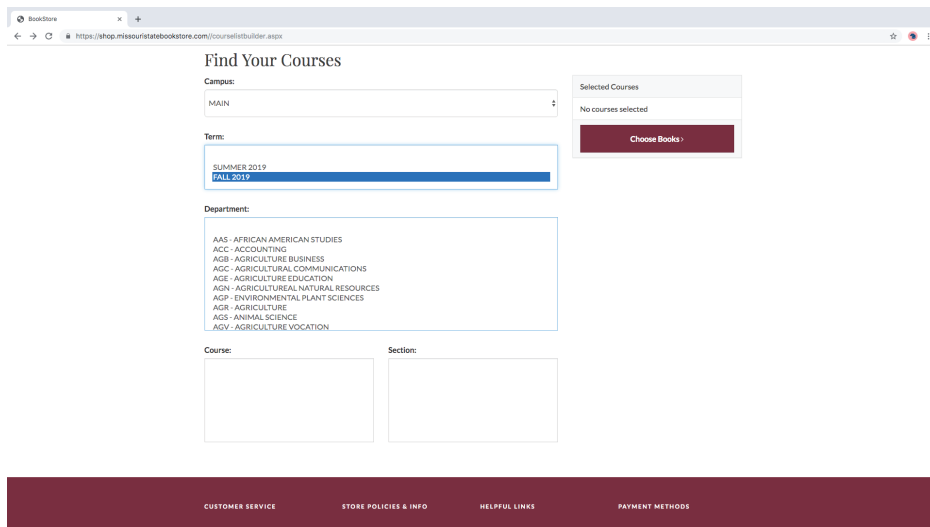
Step 6: Click on “Find and Order Textbooks” to look up the books you need for your classes. With “Find and Order Textbooks” you can view your entire class list.



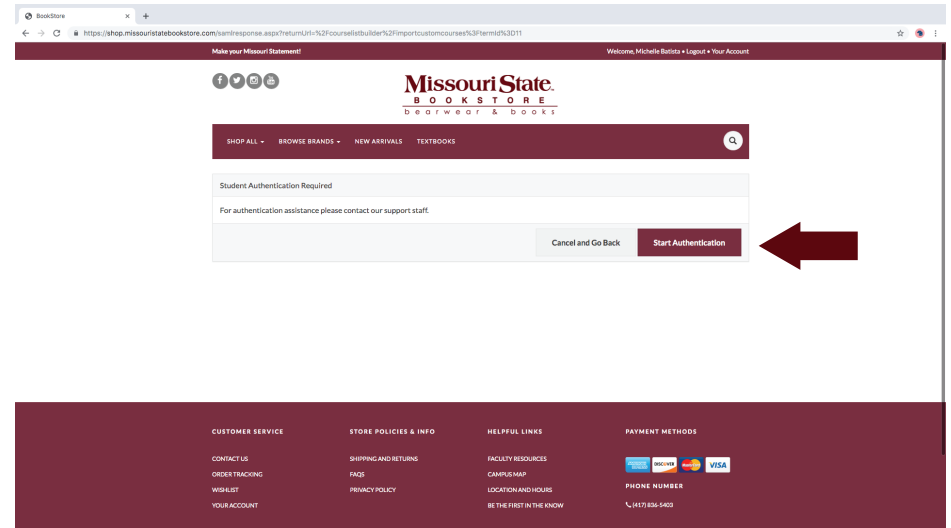
Step 7: OPTION A Here you need to type your Student ID (bearpass) number and under the drop down menu, select the right term (Fall 2019). Then select “Get Booklist”, you don’t have to worry about the “Find your courses” selection below it. Then proceed to **Step 8**.



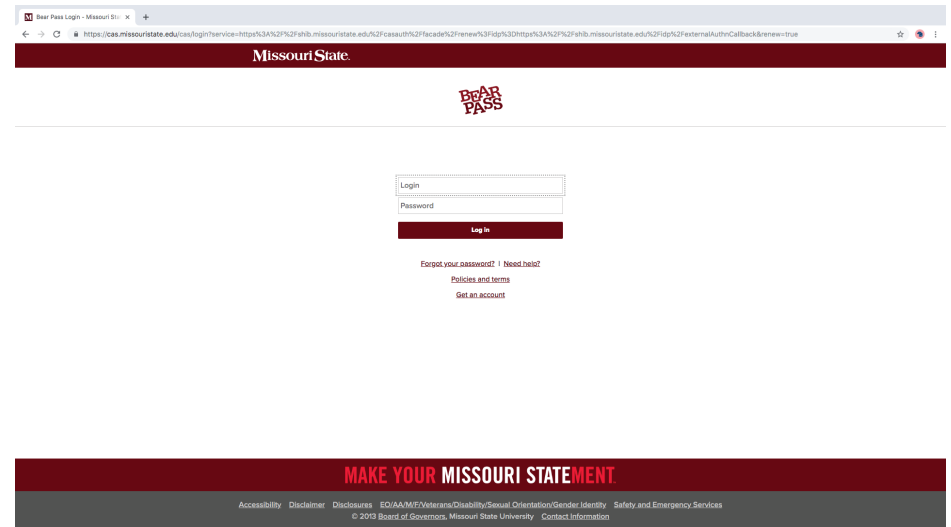
OR
Step 7: OPTION B
 Skip entering your Student ID (bearpass) number and scroll below to “Find Your Courses.” Select the term, the department, the course number and then the section number. When you select the section, it will add that class to your “selected courses” on the right hand side. Click “Choose Books” to continue or click the X, if you need to remove a course. Then, skip to **Step 10**.



Step 8: This will take you to do an authentication process to confirm your identity. Click “Start Authentication.”



Step 9: This will take you to your Bearpass login page on the normal MSU site. Log in with your bearpass username and password.



Step 10: Next, you will be directed to your booklist, or the books for the course you have selected. Here you can select the books you want. All the options we have available are here such as new or used. In the orange bar above your book options, it will be labeled as “optional” or “required” materials. Some classes do not require a book, or a book has not been requested by your instructor.

Missouri State University Booklist

All Courses **ENG 203** PSY 304 PSY 370 PSY 422

FALL 2018 - MAIN - ENG 203 - Section 002 - Creative Writing: Poetry

Instructor: Marcus Cafagna

Required Materials select all: NEW | USED

WRITING POEMS
Author: BOISSEAU
ISBN: 9780205176052

Options:
 NEW \$81.20
 USED \$60.90 **On Order**

MOON CITY REVIEW 2018
Author: CZYZNIEJEWSKI
ISBN: 9780913785836

Options:
 NEW \$16.95 **On Order**
 USED \$12.70 **On Order**

Step 11: OPTION A

Once you’ve selected all the books you want, select “add to cart.” Once your books are successfully in your cart, you can select “view cart” from the top right corner to proceed to check out. Proceed to **Step 12**.

OR

Step 11: OPTION B

You can simply hit “3. Check Out.” Then you can skip to **Step 13**.

Missouri State BOOKSTORE bearwear & books

BROWSE CATEGORIES ▾ BROWSE BRANDS ▾ NEW ARRIVALS TEXTBOOKS

Item successfully added to cart.

1. Select Courses **2. Choose Books** 3. Check Out



Step 12: Once you’ve selected all the books you want, select “add to cart.” Once your books are successfully in your cart, you can select “view cart” from the top right corner to proceed to check out. Once your shopping cart with your items and total pop up, click “Checkout” to continue, or “Close” to go back and make changes.

Shopping Cart: 5 Items

	WRITING POEMS-USED Qty: 1	\$60.90
	MOON CITY REVIEW 2018-USED Qty: 1	\$12.70
	ABNORMAL PSYCHOLOGY: DSM-5 UPDATE-USED Qty: 1	\$147.70
	AGING & MENTAL HEALTH (P)-USED Qty: 1	\$37.45
	COGNITION (LOOSE PGS)-NEW Qty: 1	\$133.35
Total: \$392.10		

[Close](#) [Checkout](#)

Step 13: When you go to check out, fill out **ALL** the information on the left hand side **BEFORE** proceeding to payment. You **MUST** have a shipping address entered before shipping options appear. The shipping options include Bookstore Pickup, as well as UPS Ground and 2nd Day air, etc. If you are shipping the order to your home, click “Apply Shipping Method” before continuing. If you are picking up at the bookstore you **MUST** select “Add Pickup Details” or you cannot proceed to payment.

Shipping To Billing To

[Add Address](#) [Add Address](#)

Shipping Via

No shipping methods were found for your shipping address.
Get estimated shipping rates

Paying With

Student Charge Credit Card

Order fulfillment contingent on university account standing.

Gift Card [Apply](#)

Special Offer Codes [Add](#)

Free Ship: Free Shipping Remove

Order Notes

[Save](#)

Order Summary

Subtotal: \$392.10
Shipping: \$0.00
Tax: \$0.00
Total: \$392.10

OK To Email

[Continue to Payment](#)

Secured with SSL

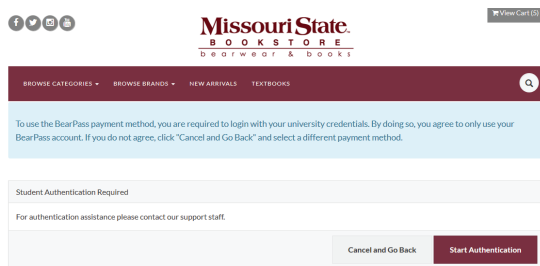
Shipping Via

- UPS Ground(including promo discounts) \$0.00
- UPS 2nd Day Air \$12.95
- In-Store Pickup (Bookstore) \$0.00
- In-Store Pickup (MaroonNation - Graduation Regalia Only) \$0.00

[Apply Shipping Method](#)

Step 14: OPTION A - STUDENT CHARGE

If you've selected student charge, it will redirect you to an authentication page. Click "Start Authentication" to verify your student identity or go back, if you want to pay with a credit card or make changes. Continue to **Step 15 A**.



Step 14: OPTION B - CREDIT CARD

If you've selected to pay with a credit card, you will not be directed to enter card information until you select "Continue to Payment." When you're finished with filling out the left hand side, proceed to "Continue to Payment," and then go on to **Step 15 B**.

Step 15 A:

After authenticating, you will be required to enter your bearpass number (student ID) one more time to complete the process. After you enter the number, hit "submit". You will be redirected back to the shopping cart page. If everything on the left hand side has been filled out, you can hit "Continue to Payment" button on the right hand side. If you've forgotten to fill something out, it will keep returning to the shopping cart page until you've completed it.

Step 15 B:

Here you will enter your credit card details, but your billing information from your account set up, should already be pre-filled in. If they are in correct you will have to edit your account information. Once you've filled in your card information, hit "Next."



Step 16: YOU'RE ALL DONE - Here you should receive a confirmation page. Print the receipt for your records. You should also receive a confirmation email, stating that we've received your order.

These orders **will not** be charged until after August 1, due to the University's fall billing cycle. Once it has been charged you will receive a second email when your order is ready for pickup or is being shipped.

You may receive more than one email, if we are waiting for some books to come in from the publisher to our bookstore. You will receive an email, each time a new book is available for pickup or shipping, but usually, many of your books will be ready in the initial pickup/shipping order.

Frequently Asked Questions



Q. Why should I pre-order my books from the bookstore?

A. It makes the process easier on you as a student, and usually on your parents too. If you order through the MSU Bookstore, we will have the exact book the professor has selected for your class. Sometimes, if you purchase a book elsewhere, it is easy to select an old edition, or the wrong one. Once you order your textbooks, you can pick your books up at the bookstore at the start of the semester at the back of the bookstore. There will be a green sign saying "Textbook Pick-Up," so you know where to go.

Q. What do the emails mean that I've received after I ordered?

A. First, you will receive a confirmation email, meaning, your order has been received at the bookstore and is waiting to be processed. It has NOT been charged yet and is NOT ready for pickup. You will receive another email telling you that your books are ready when they have been charged. If you do not see it, and you believe your books should be ready, check your Spam folder. If you have any problems, you are welcome to call the bookstore to ask if your books are ready.

Q. I have received an email saying my book was "canceled by the customer," but I didn't cancel. What does this mean?

A. Sometimes when a student orders books, they don't realize they've ordered something they don't need. For example, two of your classes might require a "QT2 Device," commonly referred to as a clicker. You will only need 1, as it can be used in multiple classes and comes with a 5 year subscription code. We will cancel one of the clickers for you. We try our best not to sell you products you do not need, so no need to worry about the email.

Q. Should I use student charge or credit card?

A. It's up to you, but student charge is the preferred method, because it ties your student information to your order on our end. If you need to make any changes to your book order, it's quick and efficient. The student charge will go on your account where you can view your balance on MyMissouri State.

Q. What if I need to make changes to my order?

A. If you've changed classes and need to exchange a book, or need to change something else, we can do that when you come to pickup your books. Here at the MSU Bookstore, we work hard to make school supply and book shopping the best experience possible.