

# RESERVING YOUR BOOKS AT THE BOOKSTORE

Reserving your books through the bookstore's website is the easiest way to get used textbooks, make sure you get the right books, and avoid the long lines that form at the beginning of the semester. Have this guide with you when you sit down at the computer.

## What you need to start...

- A computer with internet access
  - Your class schedule
  - A credit card for payment
1. You can get a list of books by accessing the Sioux Falls Seminary website at [www.sfseminary.edu](http://www.sfseminary.edu).
  2. Go to Current Students at the top of the home page.
  3. Under Current Students, click Library and Bookstore.
  4. In the center of the page click "Access the Online Bookstore." This will take you to the Augustana Bookstore webpage.
  5. On the top banner, click on "Textbooks", then in the dropdown list, click on "Find Textbooks". You will need to fill in the four boxes that follow. Click on the box for the dropdown list. The first box asks you to select a term. The second box asks for a department. You will need to use SFS which represents Sioux Falls Seminary. The "select course" box will list all the courses for that term. Click on the class you are taking. In the fourth box, list the section of the class you are taking; then click "Go".
  6. At this point you will be able to list more than one course to purchase books, just follow the above instructions. If you want books for just one course, click on the "Find materials" box.
  7. The next screen shows you the books for the course(s) you selected, the new, used, rent and e-book prices if applicable, and whether or not the book is required or recommended. If you choose a used copy, *this does not guarantee you a used book – this only says you want a used one if it is available.*
  8. When you have all the textbooks you wish to order, click the "Add to Cart" box.
  9. Click on the "Checkout" button.
  10. The next screen asks you for account information. As an entering student, you won't have an account yet. You can either create one or complete your order as a guest. You will have to enter your information (name, phone, address, and credit card).
  11. On the billing and shipping page, be sure to notice that you can have your books shipped to you, or have them available to pick up in the bookstore. There is no charge for In-Store pickup.
  12. When you've completed your order, it is sent to the bookstore. The bookstore staff fills your order (these orders are done first so that you get as many used books as possible). In the process, you will get a few emails. They will tell you that your order has been accepted, that your order was filled, and that your order is ready for pickup along with a receipt. **Note: Your credit card is not charged until your order is filled.** If there is a problem (a book isn't here on time, your card is expired, etc.) they will send you an email or give you a call to clear up the problem.
  13. When you get the email that has a receipt, print it out, and bring it in to the bookstore. We hope you find this to be the cheapest and most convenient way to get your textbooks.