

# **NWHSU Online Book Ordering Guide**

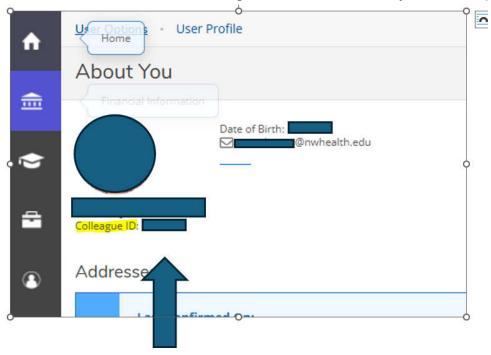
Please follow the steps below to assist you in purchasing academic course books through our Barnes and Noble College Online Bookstore partnership.

#### **Tools:**

- NWHSU Colleague Self-Service
- Northwestern Health Sciences University Barnes & Noble College Bookstore https://bncvirtual.com/nwhealth
- Barnes & Noble College Help

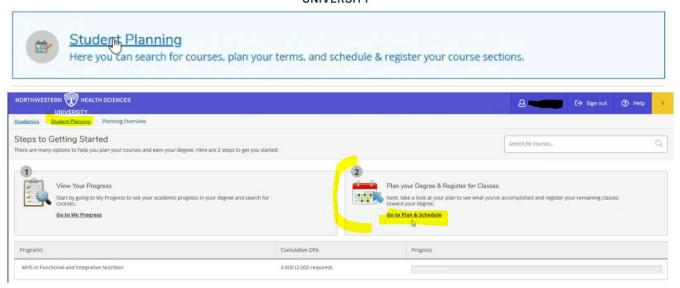
## 1. Step 1: Identify your Northwestern Health Sciences University Student ID

a. Login to <u>Colleague Self Service</u>, and navigate to your user profile/about you section and identify your Colleague/Student ID, which is the same as your student ID. You may also identify your student ID on the back of your NWHSU student ID badge. Please note, your student ID should begin with two zeros. **Example 0012345 (must be 7 digits)** 

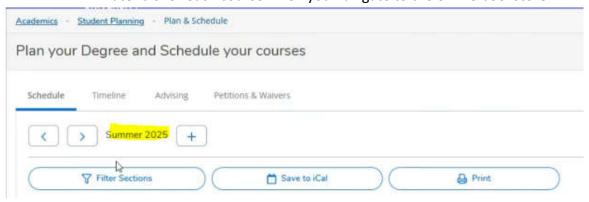


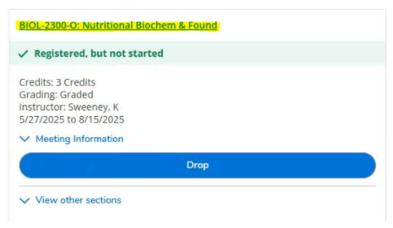
## 2. Step 2: Identify your academic Course ID and Course Title

**a.** In <u>Colleague Self Service</u>, navigate to the "Student Planning" section, and select the "Go to Plan and Schedule" link in the Plan your Degree & Register for Classes section



**b.** Choose the correct term to view the courses you are registered for. This will provide the information needed to identify the course, which you will use to determine the required materials for each course when you navigate to the online bookstore.





a. Identify the classes you are taking and make note of the Course ID and Course Title

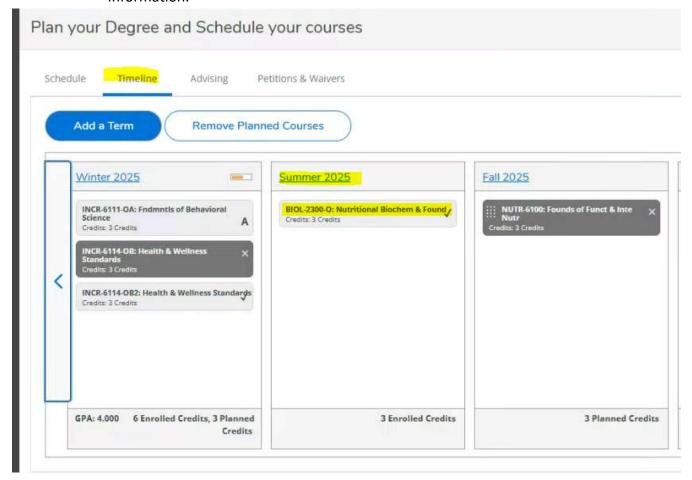


## i. Course #1:

1. Course ID: BIOL 2300-O

2. Course Title: Nutritional Biochem & Found

**b.** You may also identify your course information by navigating to the Timeline tab. Review the courses you are registered to take in your upcoming term to determine the course information.

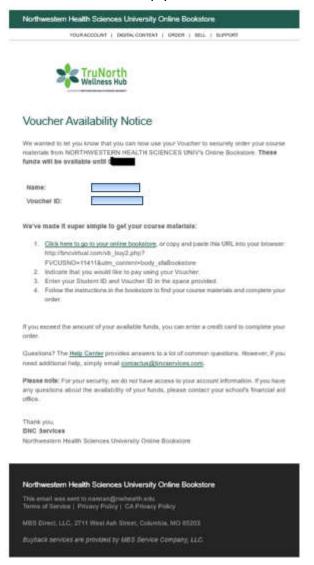


- **3. Step 3**: Navigate to the Northwestern Health Sciences University Barnes & Noble College Bookstore https://bncvirtual.com/nwhealth
  - **a.** Create your account or log into your account
  - b. If you intend to use your Financial Aid to purchase your books, you should check your financial aid available for course materials. To be eligible, you must have accepted a financial aid award for the trimester that is equal to or greater than the amount of the book voucher you were issued. Please note that tuition and fees may not have been billed at the time you use your voucher. Once those charges are applied to your

UNIVERSITY

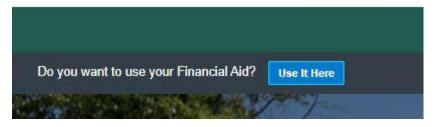
account, you may receive a bill if your financial aid does not fully cover both the tuition and fees and the amount used for your book voucher.

- i. You must have access to your NWHSU email address (@nwheath.edu)
- **ii.** You will receive an email to your NWHSU email address with your bookstore voucher ID, Subject: **Your funds are ready time to get your books**. We recommend keeping this email open and copying the Voucher ID when looking up your financial aid book voucher amount and for the checkout process.



**iii.** On the top bar, you will see "Do you want to use your Financial Aid". Click the "Use It Here" button





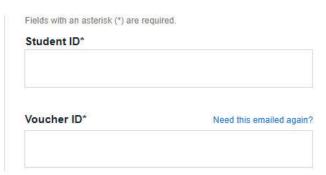
iv. Input your Student ID and your Voucher ID from your email.

# Ready to Use Your Financial Aid?

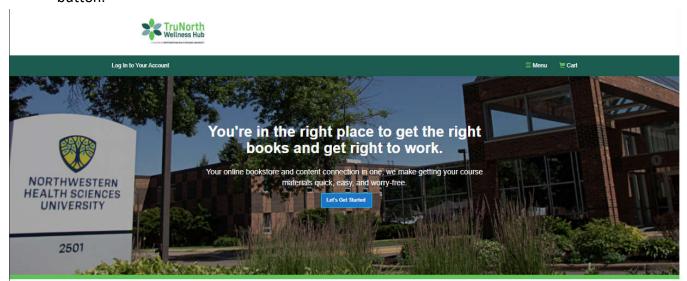
Paying with your Financial Aid is easy. Just enter your Student ID and your Voucher ID. You'll be able to review the details on the next page.

#### A few things to note:

- You will need your Student ID and Voucher ID to log in. If you need your Voucher ID emailed again, click here.
- If your order exceeds your funds, or if certain items aren't covered, you can use a credit card for the balance.
- For questions about your funds, please contact your school.



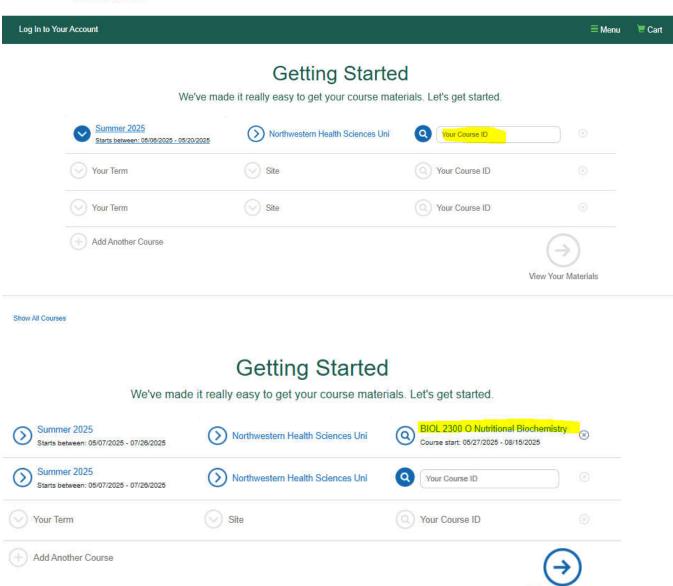
**4.** Step 4: On the BNC Virtual site, navigate to the home screen and select the "Let's get started" button.





a. Select your term and input a course ID. You must add each course individually.





- **b.** Select the course and then hit "View Your Materials"
- **c.** Make your selection (which book option is available to you) and add your selected item to the cart



# Your Materials

We've made it easy to get your course materials for each class. Just review and select below.



- **d.** When you are ready to check out, navigate to your cart and select "Check out now"
- e. Determine where your books will be shipped:
  - i. To have your books shipped directly to the school, select "Use School Address" (You will be notified by the TruNorth Wellness Hub staff aka the bookstore when your books are available for pickup).

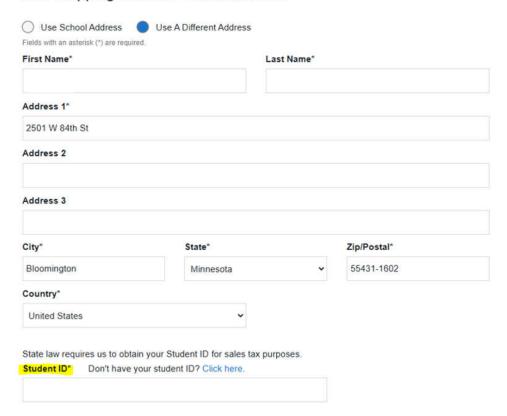


1. Shipping & Billing Address	2. Shipping Method	3. Payment Options
Your Shipping Address Are you sh	ipping to a APO/FPO	
Use School Address Use A Different	Address	
First Name*	Last Name*	
	1	
Northwestern Health Sciences		
Attn: Bookstore		
2501 West 84th Street		
Bloomington, MN 55431		
US		
State law requires us to obtain your Student ID fo	r sales tax purposes.	
Student ID* Don't have your student ID? Click	k here.	

- i. To have your books shipped directly to your home select "Use a Different Address"
  - ii. You must enter your student ID, including the two leading Zeros, for example, 0012345 (required for all student purchases). Double-check your entry to ensure you have entered your student ID correctly.
  - iii. Input your billing address for your credit card payment
  - iv. Note: the "billing address" fields must match the credit card billing address



## Your Shipping Address Are you shipping to a APO/FPO



- f. You must enter your student ID, including the two leading Zeros, for example, 0012345 (required for all student purchases). Double-check your entry to ensure you have entered your student ID correctly. (Must be 7 digits)
- g. Next, hit the "Choose Your Shipping Method" button at the bottom of the screen



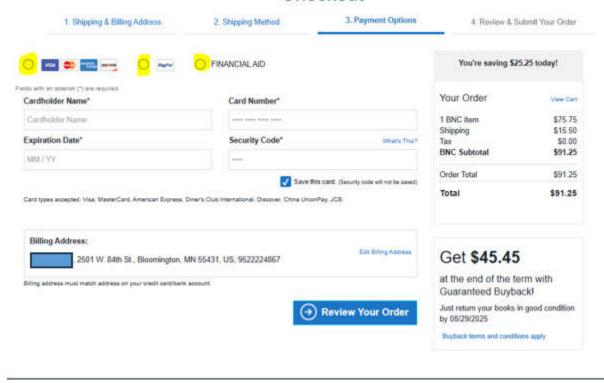
**h.** Choose your Shipping Method and then hit the "Select Payment Option" button at the bottom.



#### 2. Shipping Method 1. Shipping & Billing Address 3. Payment Options 4. Review & Submit Your Order Your Shipping Method You're saving \$25.25 today! All items will be shipped to this address: Edit Shipping Address Your Order View Cart 2501 W 84th St, Bloomington, MN 55431 1 BNC item \$75.75 Shipping Select your shipping option below. TBD **BNC Subtotal** \$75.75 1 BNC Print Item: ISBN PRICE Order Total \$75.75 Williams' Essentials of Nutrition and Diet Therapy - With Access 13TH 24, by 978-0-323-84712-4 \$75.75 Gilbert, Joyce Ann Total \$75.75 UPS Ground Tax, if applicable, will be calculated on the next \$28,47 Est Arrival: Mon, Apr 14, 2025 O UPS 2nd Day Air \$48.77 Est Arrival: Fri, Apr 11, 2025 UPS Next Day Air Est Arrival Thu Apr 10 2025 \$139.88 Get \$45.45 UPS Mail Inn Exp(BPM) \$6.75 Est. Arrival: 3 to 9 Business Days at the end of the term with USPS Ground Advantage \$15.50 Est. Arrival: Tue, Apr 15, 2025 Guaranteed Buyback! \*\* We highly recommend ordering early for time-sensitive orders. Our carriers are experiencing extremely high shipping volumes that may result in onger transit times. Estimated delivery dates are generally accurate but not guaranteed. Arrival dates are estimations based on UPS delivery cones. We appreciate your understanding. Just return your books in good condition by 08/29/2025 Buyback terms and conditions apply → Select Payment Option

- In the Payment Options tab, choose your payment method (Credit Card, PayPal, or Financial Aid\*)
  - i. \*Students must have an accepted financial aid award in Colleague Self-Service with the Northwestern Health Sciences University to select Financial Aid as a payment option. If you use a book voucher, the amount will be charged to your student account. Once tuition and fees are billed at the start of the term, your total charges may exceed the financial aid you accepted. If this happens, you will be responsible for paying the remaining balance.



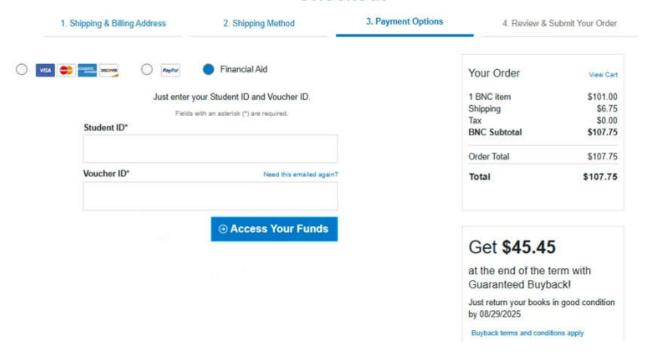


- **j.** If you choose to pay via Credit Card or PayPal, proceed to the next steps to complete your order
  - i. Review & Submit your Order once you have input your payment options
  - ii. Check the "I have read and accept" the Privacy Policy & terms of Service and Shipping Terms & Conditions

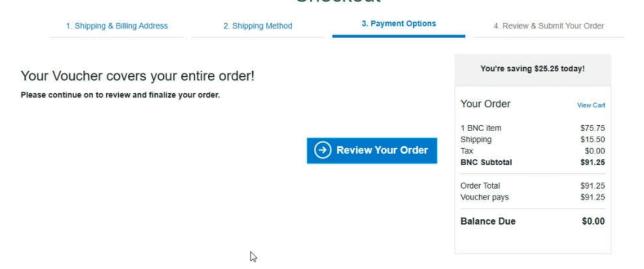


- **k.** To use your Financial Aid funding, select the Financial Aid option:
  - i. Enter your student ID, starting with two zeros, for example, **0012345**. **Please** make sure to enter your correct student ID number. Incorrect IDs will result in an error when applying financial aid to your purchase.
  - **ii.** Copy the voucher ID from the email you received and paste it in the Voucher ID field.

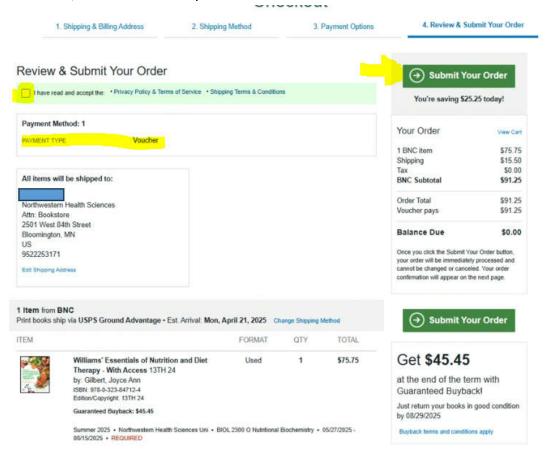




- I. Once you have entered both ID's and hit "Review Your Order," you will receive a message informing you if your financial aid covers all or a portion of your order. Note: If you use a book voucher, the amount will be charged to your student account. Once tuition and fees are billed at the start of the term, your total charges may exceed the financial aid you accepted. If this happens, you will be responsible for paying the remaining balance.
  - i. You will need an additional payment method if your financial aid does not cover your entire order.



## m. Next, Review & Submit your order.





**n.** You will receive an order confirmation on the screen and via email that your bookstore purchase process is complete.

