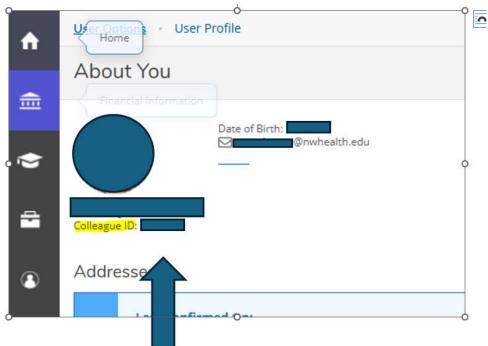


NWHSU Online Book Ordering Guide

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 <u>https://bncvirtual.com/nwhealth</u>
- 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

NORTHWESTERN W HEALTH SCIENCES

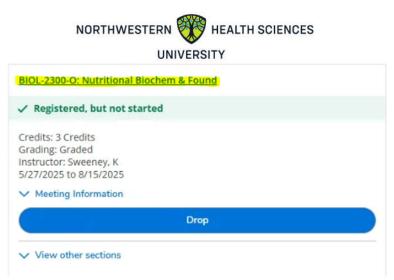
UNIVERSITY

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

Bere you can search for courses, p	lan your terms, and schedul	e & register your cours	se sections.	
ORTHWESTERN WHEALTH SCIENCES			e sign	out 💿 Help
teps to Getting Started ere are many options to help you plan your courses and earn your degree. Here are 2 steps	to get you started:		Search for courses	¢
View Your Progress Start by going to My Progress to see your academic progress in your degree courses. Go to My Progress	and search for	Plan your Degree & Register fo Next, take a look at your plan to see toward your degree. Ge to Plan & Schedule	or Classes what you've accomplished and register your remainin	g classes
Programs	Cumulative GPA	Progress		
MHS in Functional and Integrative Nutrition	4.000 (2.000 required)			

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.

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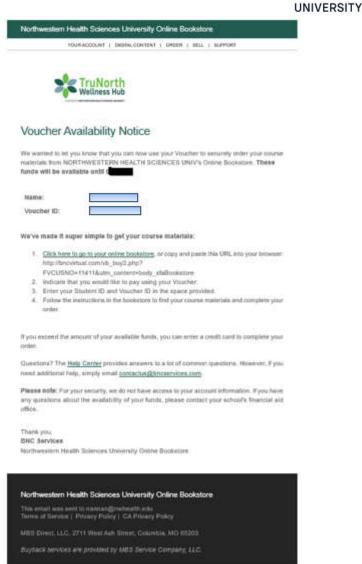


- **a.** Identify the classes you are taking and make note of the Course ID and Course Title
 - i. Course #1:
 - 1. **Course ID**: BIOL 2300-0
 - 2. Course Title: Nutritional Biochem & Found
- **b.** You may also identify your course information by navigating to the Timeline tab. Review the courses you are registered to take in your upcoming term to determine the course information.

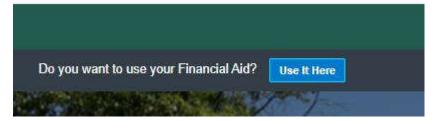
Schec	dule Timeline Advising Pe Add a Term Remove Planne	ed Courses	
<	Winter 2025	Summer 2025 BIOL-2300-O: Nutritional Biochem & Found Credits: 3 Credits	Fall 2025
	GPA: 4.000 6 Enrolled Credits, 3 Planned Credits	3 Enrolled Credits	3 Planned Credi

- **3. Step 3**: Navigate to the Northwestern Health Sciences University Barnes & Noble College Bookstore <u>https://bncvirtual.com/nwhealth</u>
 - a. Create your account or log into your account
 - **b.** If you intend to use your Financial Aid to purchase your books, you may check your financial aid available for course materials.
 - 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: <u>Your funds are ready time to get your</u>
 <u>books</u>. 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.

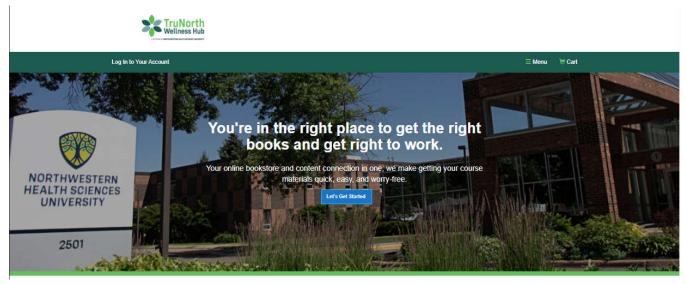
Fields with an asterisk (*)	are required.
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Student ID*

Voucher ID*

Need this emailed again?

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.





Log In to You	r Account			≡ Menu	👿 Cart
	v	Getting Star			
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Show All Courses	i i				
		Getting Started	k		
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Your Ter	m	Site	Your Course ID		
Add And	other Course			(\rightarrow)	
				View Your Materials	

- **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

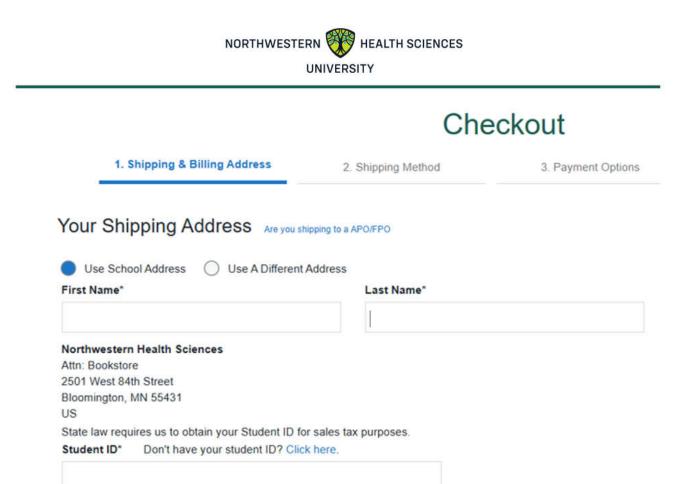


Your Materials

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

PRICE	MATCH GUARANTEE IS HERE!	Excludes Marketplace items	
Course 1 of 1: Summer 2025 •	Northwestern Health Sciences Uni • BIOL 2300 O Nutritional Biochemistry • 05/2	27/2025 - 08/15/2025	Hide ⊝
ENERTIALS WITHFING BUILT THERAPY	REQUIRED Williams' Essentials of Nutrition and Diet Therapy - With Access 13TH 24 Author: Gilbert, Joyce Ann ISBN-13: 978-0-323-84712-4 ISBN-10: 0-323-84712-9 Edition/Copyright 13TH 24 Publisher: Elsevier Science	Print S75.75 Used Print S30.30 After Buyback S101.00 New Print S55.55 After Buyback No Thanks O Add Selected to Cart	
Guaranteed Buyback!	⊙ Summary		
Sell this book back to us and get at least \$45.45 guaranteed!			

- **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:
 - 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).



- 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

NORTHWESTERN	HEALTH SCIENCES
UNIVER	

Address 1*		
2501 W 84th St		
Address 2		
City* State*		Zip/Postal*
Bloomington Minnesota	~	55431-1602
Country*		
United States		

- 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

ightarrow Choose Your Shipping Method

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



1. Shipping & Billing Ad	dress	2. Shipping Method	3. Payment Options	4. Review & S	ubmit Your Order
Your Shipping Metho	d			You're saving \$2	5.25 today!
All items will be shipped to this 2501 W 84th St, Bloomington, MN			Edit Shipping Address	Your Order	View Cart \$75.75
Select your shipping option below. 1 BNC Print Item:				Shipping Tax BNC Subtotal	TBD TBD \$75.75
TEM		ISBN	PRICE	Order Total	\$75.75
Williams' Essentials of Nutrition and Diet T Bilbert, Joyce Ann	herapy - With Access 137	H 24, by 978-0-323-84712-4	\$75.75	Total	\$75.75
UPS Ground	\$28.47	Est. Arrival: Mon, Apr 14, 2025		Tax, if applicable, will be cal page.	culated on the next
UPS 2nd Day Air	\$48.77	Est. Arrival: Fri, Apr 11, 2025			
UPS Next Day Air	\$139.88	Est. Arrival: Thu, Apr 10, 2025			
UPS Mail Inn Exp(BPM)	\$6.75	Est. Arrival: 3 to 9 Business Days		Get \$45.45	
USPS Ground Advantage	\$15.50	Est. Arrival: Tue, Apr 15, 2025		at the end of the te Guaranteed Buyba	
		rriers are experiencing extremely high shippi not guaranteed. Arrival dates are estimation		Just return your books i by 08/29/2025	n good condition
		→ Select	Payment Option	Buyback terms and condition	ons apply

- i. In the Payment Options tab, choose your payment method (Credit Card, PayPal, or Financial Aid*)
 - i. *Students must have an active financial aid package on file with the Northwestern Health Sciences University Financial Aid Department to select Financial Aid as a payment option.



Checkout

1. Shipping & Billing Address	2. Shipping Method	3. Payment Options	4. Review & S	ubmit Your Order
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MM / YY	NN 55431, US, 9522224867	nPay JCB	Order Total Total Get \$45.45 at the end of the te	\$91.25 \$91.25 erm with ackl

- **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

1. Shipping & Billing Address	2. Shipping Method	3. Payment Options	4. Review & Submit Your Order
Review & Submit Your Order			→ Submit Your Order
I have read and accept the *Privacy Policy & Term	is of Service + Shipping Terms & Condition	9	You're saving \$25.25 today!

- **k.** To use your Financial Aid funding, select the Financial Aid option:
 - 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.

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		Access Your Funds		Get \$45.45	
				at the end of the to Guaranteed Buyb	erm with
				Just return your books by 08/29/2025	in good condition
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- **I.** Once you have entered your 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.
 - **i.** You will need an additional payment method if your financial aid does not cover your entire order.

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Your Voucher covers your entire order!			You're saving \$25.25 today!	
Please continue on to review and finalize your	order.		Your Order	View Cart
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			BNC Subtotal	\$91.25
			Order Total	\$91.25
			Voucher pays	\$91.25
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m. Next, Review & Submit your order.

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	Guaranteed Buyback: \$45.45				Just return your books in by 08/29/2025	good condition
	Summer 2025 • Northwestern Health Science 08/15/2025 • REQUIRED	es Uni • BIOL 2300 O Nutritional Bio	chemistry	05/27/2025 -	Buyback terms and conditio	ns apply

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