

## How to Order Books On-line

1. Go to Saskatchewan Polytechnic Website: saskpolytech.ca
2. Select "Bookstore" at top of page (in black font)
3. Scroll down to where there are pictures of the campuses are circled. Select "Prince Albert"
4. On the right side of the page, you will see "Find Your Books" in blue font.
5. Click on the drop down arrow where it says "Select a Campus Term".
6. Choose "**First Nations Univ. – 2019CFNU- First Nations Univ.**"
7. Select a Department: "**FNU-First Nations University of Canada**"
8. Select a Course: Choose the course you are enrolled in (you will be able to add to the list later)
9. Select a Section: Click on Course date and Instructor
10. Click on Purple Box "Add Course To List"
11. You can now add more books by following above instructions #5-#10.
12. When all courses have been selected, click on the purple box "Get Your Books"
13. You will now see a list of all the books required for the courses selected.  
**Note:** If you already have one of the required books, enter "0" in the quantity
14. Click on "Purchase"
15. Click on "Checkout"
16. You will now be asked to sign in to your account. Enter sign in information or click on Create an Account"
17. Enter all required information, follow prompts and directions
18. Books will be shipped out as orders are processed