



## **Step-by-Step Instructions**

**(If you are registered for classes log-on to Webfor for easiest access)**

### **Buying Textbooks Online**

Textbooks for all MidAmerica Nazarene University classes are now only available online. The Merc, formerly The MNU Bookstore will no longer stock textbooks.

MidAmerica Nazarene University partnered with MBS Direct to give students better priced options and money-saving solutions for textbooks. Through your online bookstore, you have access to the nation's largest inventory of used textbooks and the most competitive prices on new textbooks.

Purchasing textbooks and course materials online is convenient, simple and secure. Ordering your textbooks and course materials can be done from the convenience of your own home. All required and recommended textbooks and materials are available for each class and are guaranteed to be correct. Once you have placed your online order, it will be shipped within 24 hours from the MBS Direct warehouse located in Columbia, Missouri. You can also have your books shipped to The Merc for convenient campus pick-up.

To take advantage of the best selection of used books, be sure to order as soon as your online bookstore opens -- typically three or four weeks before classes begin each semester. Ordering early also means that you can take advantage of lower cost shipping options. If you are shipping them to campus there is no need to expedite shipping since delivery from Columbia to Olathe is just 1-2 days.

MBS Direct guarantees your satisfaction with a 100 percent return policy. If you need to return books, you can do so within 14 days after the start of class or the date your order was placed; whichever is later.

To order textbooks, you must be registered for MNU classes.

### **Follow these steps to order:**

**If you are currently registered for classes the easiest way to access your textbook information is to log-on to webfor otherwise follow the directions below:**

Log-on to <http://bookstore.mbsdirect.net/mnu.htm>

- Click on "Click here to order your textbooks"
- Click on "Order My Books"
- Choose whether you are using a credit card or **institutional voucher** and click "Continue."
- Select site (area of study).
- Scroll through the listing of classes and check the box that corresponds to each class for which you are registered.
- After selecting the book/materials for each class, click on "Add item(s) to cart."
- Proceed to checkout and complete your order.

***\*Books shipped to the campus should be picked up at The Merc (formerly the MNU Bookstore) in Campus Center.***



## **Rules for Book Voucher Eligibility**

- Student must have awards from financial aid that are over and above the posted charges.
- Student must have finalized their registration.
- All financial aid requirements and admission requirements must be complete.
- Student must not have any holds from any area.
- Student must sign authorization to release information and put book charges on school bill.

## **Step-by-Step Instructions for Using the Book Voucher System**

1. Make sure your financial aid will more than cover your semester school bill and that all financial aid has been accepted and all required documents are satisfied.
2. Make sure all your MNU holds are satisfied (from any area).
3. Finalize your account with the MNU Cashier's and Student Account Services.
4. Complete the Authorization to charge textbooks to student account form and forward (fax, mail, or email) to MNU Student Financial Services Office.
5. Watch your MNU email address for a message from MBS Direct with a Voucher number.
6. Log on and select your books for the semester.
7. Choose the voucher method of payment.
8. Enter your voucher number as payment.

If your books total more than your credit balance you may cancel the transaction until additional funds have been authorized or pay the additional amount by credit card or debit card.

Contact for Student Financial Services – Perry Diehm or Harlan Plunkett  
(913) 971-3298, [pdiehm@mnu.edu](mailto:pdiehm@mnu.edu), [hplunket@mnu.edu](mailto:hplunket@mnu.edu)

Contact for Cashier's and Student Account Services – Nancy Zehr  
[studentaccounts@mnu.edu](mailto:studentaccounts@mnu.edu)