

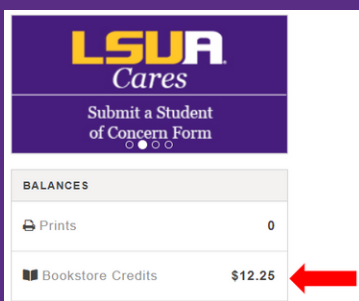
## PURCHASING BOOKS USING FINANCIAL AID

# ONLINE

If you receive bookstore allowances through an external agency such as VA Vocational Rehab, Roy O. Martin, LA Vocational Rehab, etc.; please see the how to guide found for credits through External programs.

- Before purchasing books, be sure you have credit available by checking your fee bill or myLSUA. See Image 1
- Visit lsua.bncollege.com and select Course Materials & Textbooks. Use the drop down menus to select your course and section.
- Add your required books to your cart and then proceed to checkout
- Select your shipping method (pick up equals in person on campus)
- Select Financial Aid and internal provider
- Enter your student ID in the format shown in Image 2. If you do not have a student ID, see Images 3 and 4 on where to locate it in Self Service. The ID will be 9 digits long. Replace the first zero with a "9".
- If an ID is entered incorrectly this can result in a cancelled order. **IF YOU RECEIVE AN EMAIL OF A CANCELLED ORDER, FOLLOW THE INSTRUCTIONS PROVIDED TO CORRECT THE ISSUE.** You can also contact Barnes and Noble at (318) 473-6420. If unanswered, please leave a voicemail and it will be returned within 1-2 business days.

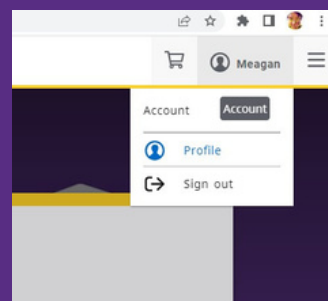
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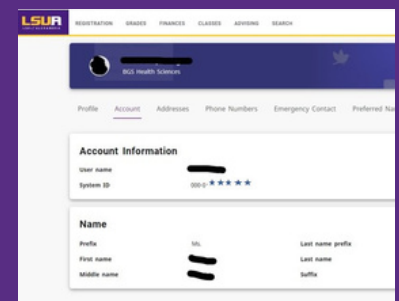
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- ⚠ ANY changes to your schedule, fee bill, or aid eligibility can impact your bookstore credit eligibility. Students are responsible for payment of all charges
- ⚠ If renting materials, a credit or debit card will be required to be on file. This is in case the item is damaged upon return.



# PURCHASING BOOKS USING FINANCIAL AID IN PERSON

If you receive bookstore allowances through an external agency such as VA Vocational Rehab, Roy O. Martion, LA Vocational Rehab, etc.; please see the how to guide found for credits through External programs

- Before purchasing books, be sure you have credit available by checking your fee bill or myLSUA. See image #1
- Bring your student schedule that lists the course name, number, and section number if you need assistance in finding your materials
- The bookstore is located on campus between Abrams Hall and the student union
- They are open 8-3:00 Monday - Friday
- During the first week of class they will have extended hours until 6:00 pm
- They will be open the Saturday before classes, August 19th, from 8-3:00
- Provide your LSUA ID or your ID Number upon checkout
- Call them at (318) 473-6420 with any questions. Please leave a voicemail if your call is unanswered and it will be returned within 1-2 business days.

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BALANCES	
Prints	0
Bookstore Credits	\$12.25

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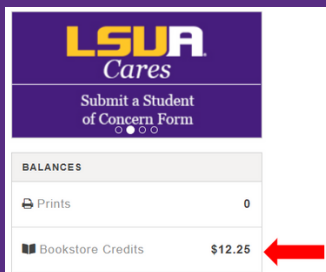
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## PURCHASING BOOKS USING EXTERNAL PROGRAMS ONLINE

Examples include any agency such as VA Vocational Rehab, LA Rehabilitation Services, Roy O. Martin, etc.

- For LA Vocational Rehab - The LSUA bookstore will notify you once your account has been created in their system and ready to use
- VA Vocational Rehab students must submit a VA data form prior to eligibility being available. Contact the LSUA Bookstore for assistance in using your funds at check out.
- LA Vocational Rehab students eligibility is generally not received from the organization until a week or two prior to the semester
- Roy O. Martin students will be notified by the financial aid office once their accounts are set up with the bookstore
- Visit [lsua.bncollege.com](http://lsua.bncollege.com) and select Course Materials & Textbooks. Use the drop down menus to select your course and section.
- Add your required books to your cart and then proceed to checkout
- Select your shipping method (pick up equals in person on campus)
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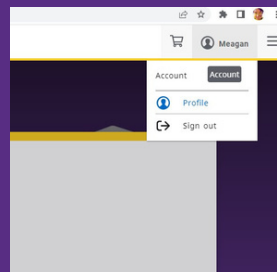
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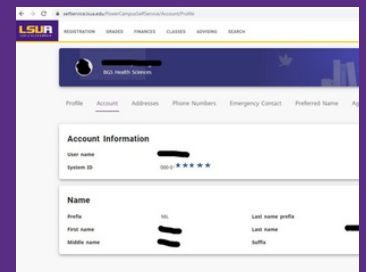
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## PURCHASING BOOKS USING EXTERNAL PROGRAMS

# IN PERSON

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- ⤵ For LA Vocational Rehab - The LSUA bookstore will notify you once your account has been created in their system and ready to use
- ⤵ VA Vocational Rehab students must submit a VA data form prior to eligibility being available. Contact the LSUA Bookstore for assistance in using your funds at check out.
- ⤵ LA Vocational Rehab students eligibility is generally not received from the organization until a week or two prior to the semester
- ⤵ Roy O. Martin students will be notified by the financial aid office once their accounts are set up with the bookstore
- ⤵ Bring your student schedule that lists the course name, number, and section number if you need assistance in finding your materials
- ⤵ Alert the staff at checkout of the organization your book credit is through
- ⤵ The bookstore is located on campus between Abrams Hall and the student union
- ⤵ They are open 8-3:00 Monday - Friday
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