

Follett, Financial Aid and Instructions to Purchase Textbooks

BridgeValley has an online bookstore, Follett, which students may utilize for book purchases and rentals. Students may choose to pay with a credit/debit card, check, money order, or flex pay. If you plan to purchase your textbooks using your financial aid award (Financial Aid option), your books must be purchased through BridgeValley's virtual bookstore, Follett. The bookstore charges will be credited to your financial aid and you will receive a refund of the difference between all of your charges (tuition, fees and books) and the amount of aid you accepted. Please see the note at the bottom about backordered books.

How to find your books

- Go to <http://www.bkstr.com/bridgevalleystore/home>
- Click *Start Here*
- Select your term. Then select Department and Course, and click *Submit*.
- If books are necessary for this course, they are displayed under "Required" heading. Some courses also have "Recommended" titles- books your school thought would be helpful. Books in the recommended categories are optional.
- Choose the condition of the book you would like for each title-many have New, Used and Rental options (options vary by book).
- Click the *Add to Cart* button at the bottom of the page.
- A box appears asking if you'd like to *Add Another Course* or *Go to Cart*. Once you have added the required textbooks for each course, click *Go to Cart*.
- After reviewing your order for accuracy, select a *Textbook New/Used Condition* preference at the bottom of the page and then click *Checkout*.

How to Checkout

- If you have shopped with Follett Virtual Bookstores before, please enter your email address and password, and click login.
- If you are new to Follett Virtual Bookstores, please click register to set up an account.
- You will then be asked to select your shipping options. Orders can be shipped by FedEx Ground, 2nd Day, or Next Business Day (USPS will be available to select regions where necessary).
- To ship to an address other than the default address displayed, click Add a New Address. Once the correct shipping address is displayed, click Continue Checkout.
- Please enter the names of the students(s) that will be using the textbooks being purchased.
- Select your payment type under "Payment Info" Note: To use financial aid funds please select "**Financial Aid**"
- **Enter your Student ID number (B#) as your username and your six digit date of birth as the password (mm/dd/yr).**
- Enter your first and last name
- Review the details of your order one last time, and then click *Complete My Order* for the order to be processed. An electronic confirmation will be sent to your email address confirming the order.

Financial Aid and Backordered Books

- The Financial Aid option is only available to students who have enough funds accepted to cover charges (tuition, fees and the cost of textbooks). If there are not enough funds in the financial aid account, the order will not be processed.
- If a textbook is listed as backordered and not in stock by the time the order is processed, financial aid will not be charged for the backordered textbook.
- Charges for textbooks are not applied to student accounts until the textbook has been shipped. If the textbook ships out AFTER financial aid has been disbursed to you, you must use your financial aid REFUND to pay the bookstore balance. **Please monitor your student account on MyBridge and make certain that you pay any bookstore charges that are added to your account after you receive your financial aid refund.**