

Online Ordering for VA CH31 (VR&E) Students

As a VA CH31 (VR&E) student you may place orders via the bookstore website. Before ordering you must work with your VR&E counselor to create an authorization which will be transmitted to the bookstore to allow us to create your account. This process will take around 24 hours from the time your VR&E counselor submits the authorization.

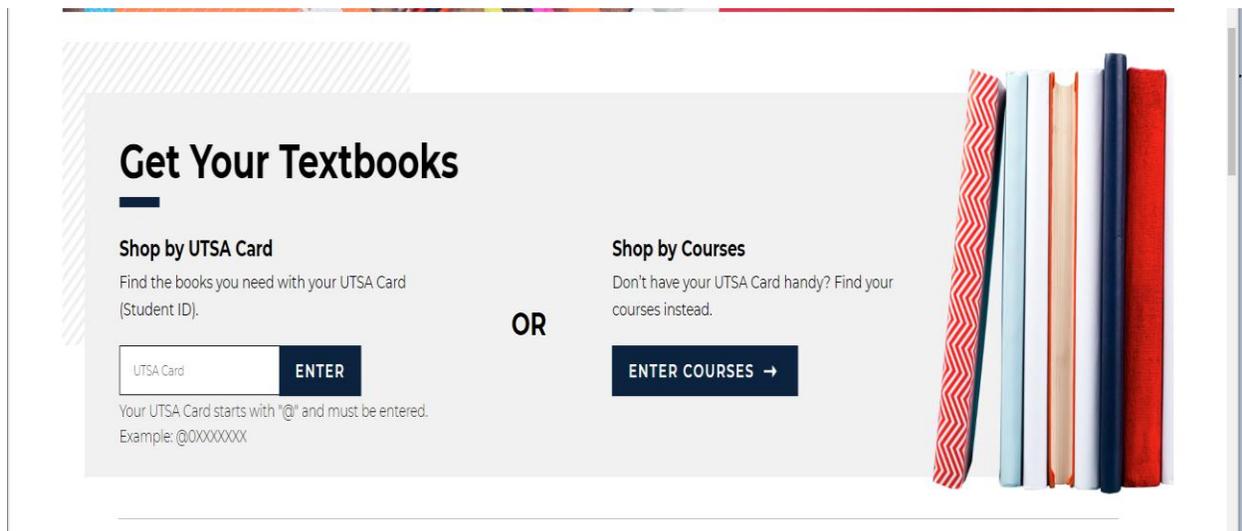
Once your authorization is complete and has been transmitted and processed you are ready to start.

First, choose the appropriate website for your class(es). For classes taught at the main campus the website is: ***UTSA-shop.com***. For classes based from the downtown campus use ***UTSADT-shop.com***.

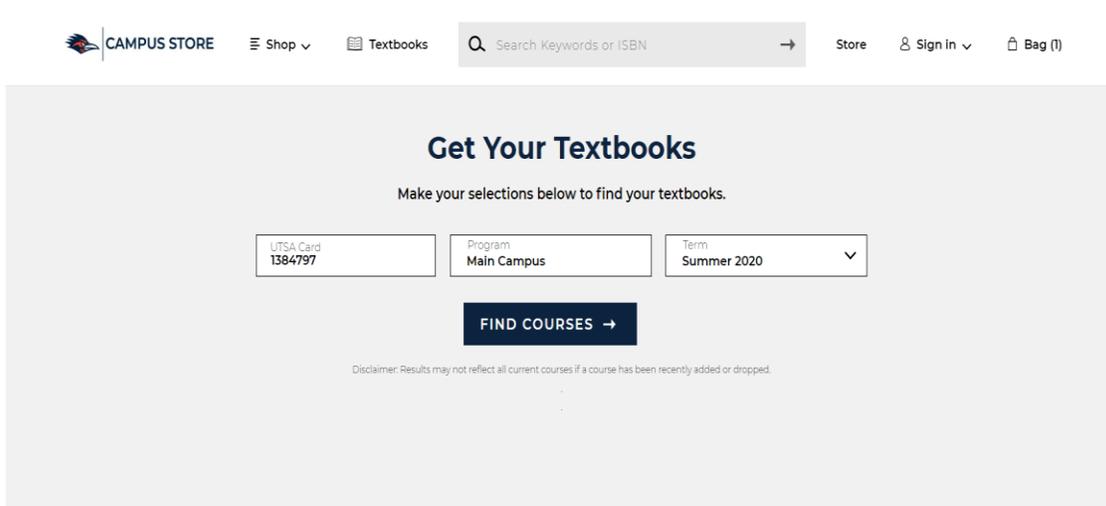
To access your VA accounts online you will need to know your student ID number. The ID number will look like this: @XXXXXXXX.

You will need to place two orders, one for books and one for supplies.

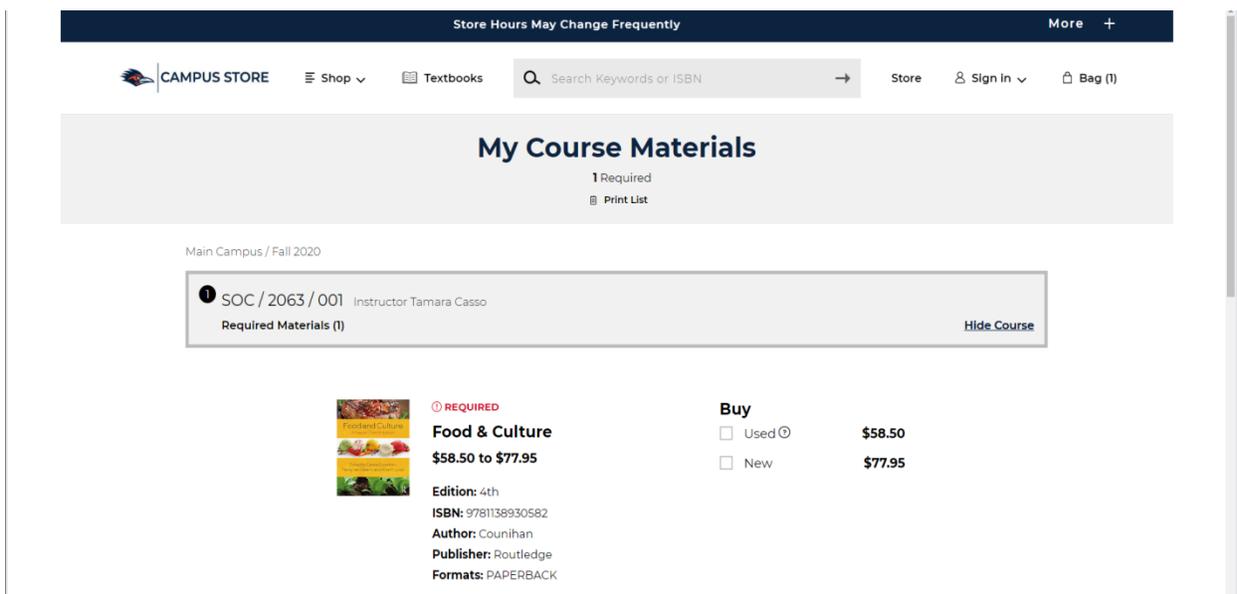
Once you have logged on to the appropriate site you will see a link to shop by student ID:

The image shows a screenshot of a webpage titled "Get Your Textbooks". The page is divided into two main sections: "Shop by UTSA Card" and "Shop by Courses". The "Shop by UTSA Card" section includes a text input field labeled "UTSA Card" with an "ENTER" button next to it. Below this, it states "Your UTSA Card starts with '@' and must be entered. Example: @XXXXXXXX". The "Shop by Courses" section includes a button labeled "ENTER COURSES →". The word "OR" is centered between the two sections. On the right side of the page, there is a vertical stack of five books with different colored spines: red and white patterned, light blue, orange, dark blue, and red. The page has a light gray background with a white header area and a dark blue footer area.

Enter your full student ID number (including the @), and hit enter. You will be brought to a second page, where you confirm your campus and the current term.



Once you select “Find Courses”, you will be taken to a list of your courses. This is where you will select which **required** books to purchase:



Once you have made your selections, proceed to checkout.

Then, create an account using **your .edu email address** and confirm your shipping and billing address.

Following this you will be at the payment selection screen. Choose the option: **Bookstore Charge Account Fin Aid/VA/Workforce** as seen below:

2 Payment Method

Promo Code	APPLY
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Bookstore Charge Fin Aid/VA/Workforce/etc

Gift Card

Credit / Debit Card



Pay with PayPal



PayPal Credit: No Interest if paid in full in 6 months on purchases of \$99+. Subject to

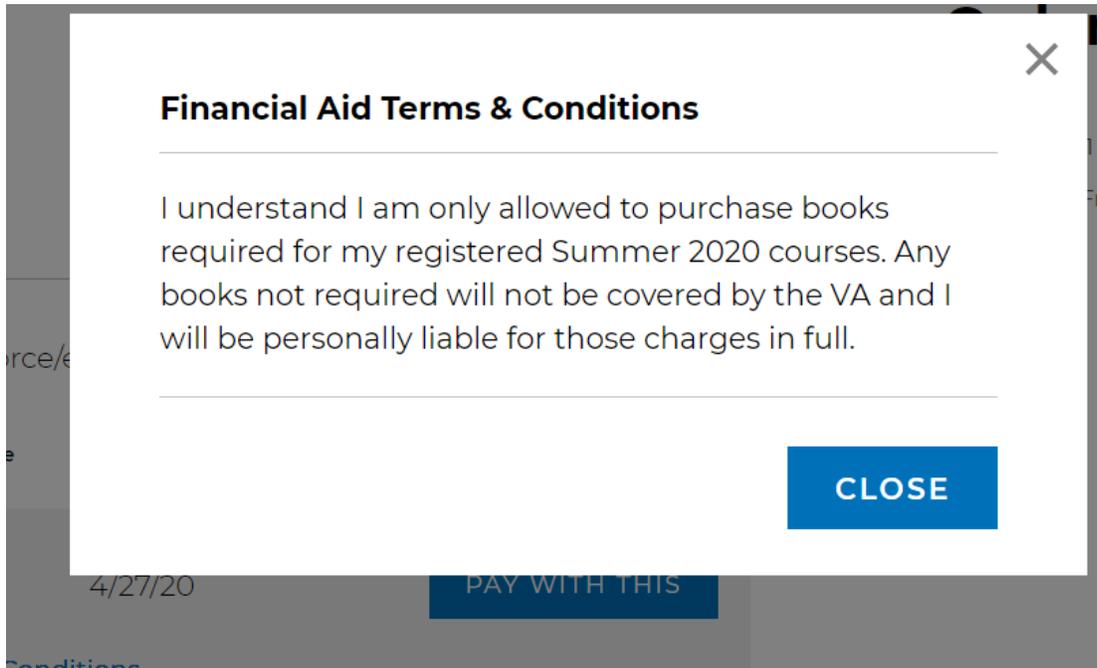
Then, enter your full campus student ID number (including the @) and select "Find Accounts". You will see two accounts, one for books and one for supplies. Select the appropriate account for your current order.

Account	Available Balance	Online End Date ?	
SUM20 BOOKS VA	\$100.00	4/27/20	PAY WITH THIS
<input type="checkbox"/> Please agree to Financial Aid Terms & Conditions			
SUM20 SUPPLIES VA	\$100.00	4/27/20	PAY WITH THIS
<input type="checkbox"/> Please agree to Financial Aid Terms & Conditions			

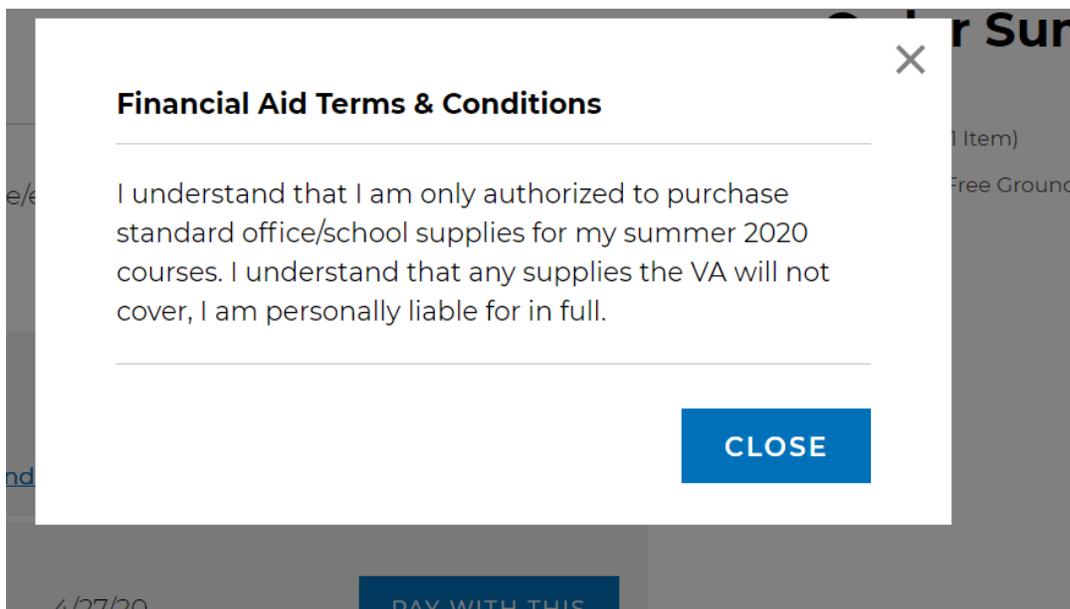
Important: You can only charge the books which are required for your course. We create a generous balance in order to facilitate smooth processing of your order. This does not mean that you are authorized to spend the full amount.

Before continuing, you must accept the terms and conditions of using your VA accounts

For books . . .



. . . and supplies.



Once you have checked the box, click “Pay With This” to finalize your order.

It’s possible, if you charged near your allowed supplies balance, at this point the transaction may show that tax is still due. If it does, you must enter your credit card information to complete the sale but you will not be charged as the tax will be removed before the transaction is finalized.

If you **did** choose unauthorized supplies or exceeded your authorized amount the charge will go onto your card.

You will receive an email with your order confirmation number.

Note: Only “ground” shipping will be approved. Express shipping (2nd day or overnight) requires pre-approval from your counselor.

Once finished you will repeat the order process for your supplies account. All standard restrictions apply and you may only purchase standard supplies such as pens, pencils, notebooks, highlighters, etc.

The Rowdy Campus Store