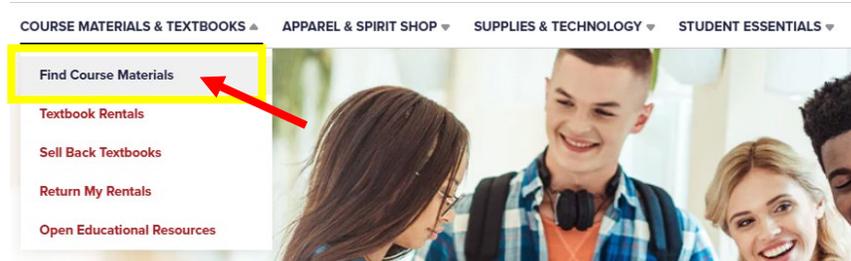


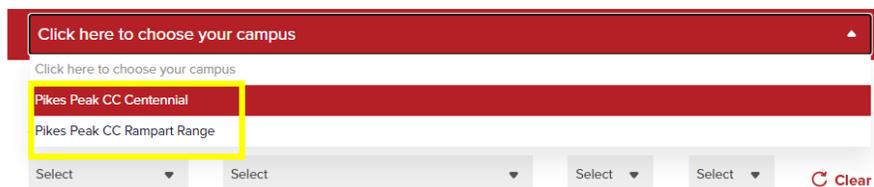
Chapter 31 VR&E – Ordering Books

Need: Student ID number, course information including section number, VR&E Book & Supplies Authorization/Purchase Order number

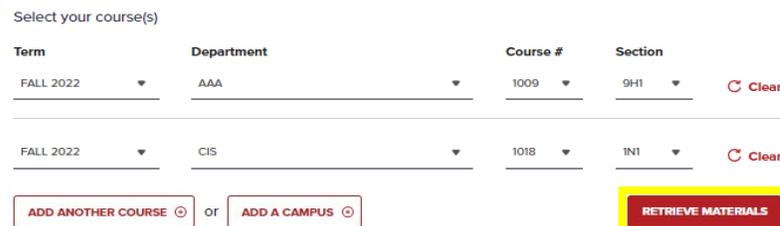
1. Login or create an account at www.pikespeak.edu/bookstore.
2. On the menu bar under Course Materials & Textbooks, select Find Course Materials.



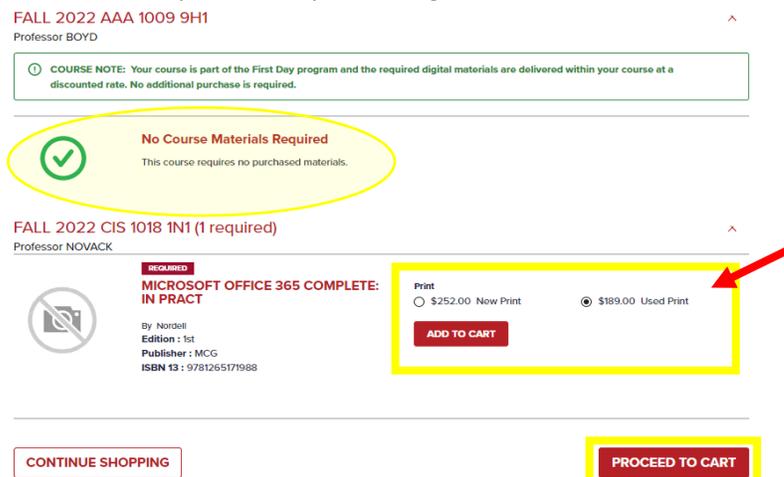
3. Choose the campus you'd like to order the books through. Can choose at the end to pick up on campus or have delivered by mail.



4. Choose your course information from the drop-down lists then select Retrieve Materials.



5. The results will display what books are available. If there is no book "No Course Materials Required" will display. Add to Cart the books you will be purchasing and select Proceed to Cart.



6. From the Shopping Cart, select Proceed to Checkout when you are ready to checkout.



- If you selected to pick them up on campus, you'll need to provide the info of the person picking them up on the next screen.
- On the Payment Information page, select Financial Aid from the left menu ^①, check the 'Internal Provide' box ^② and **enter the 9-digit VR&E Books/Supplies Authorization/Purchase Order number you received from your VR&E Counselor instead of your Student ID Number** ^③. Then select Apply SFA Funds ^④.

The screenshot shows the 'Payment Information' page with the following elements:

- ①** 'FINANCIAL AID' selected in the left-hand menu.
- ②** 'Internal Provider' checked with a checkbox.
- ③** 'Student ID Number' field containing '123456789'. A red arrow points from a red-bordered box containing the text 'VR&E Authorization/PO # Instead of Student ID #' to this field.
- ④** 'APPLY SFA FUNDS' button highlighted in yellow.

- After the aid is applied, select Proceed to Checkout.

The screenshot shows the 'Payment Information' page after SFA Funds have been applied. A green notification banner at the top reads 'Your Student Financial Aid was successfully applied'. The 'Internal Provider' field now contains '123456789'. The 'APPLY SFA FUNDS' button is replaced by a 'REMOVE SFA FUNDS' button and a 'PROCEED TO CHECKOUT' button highlighted in yellow.

- Review the order details and select Place Order if everything is accurate.

The screenshot shows the 'Pick Up Information' and 'Payment Information' sections. The 'Pick Up Information' section includes:

- Pickup Location:** Pikes Peak CC Centennial, Colorado Springs, US-CO 80906
- Pickup Person:** Heather Despain

The 'Payment Information' section includes:

- SFA Provider:** Internal Provider

The 'PLACE ORDER' button is highlighted in yellow at the bottom right.