

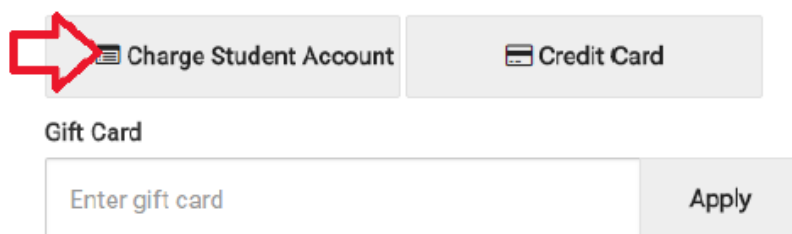
KU Bookstore Check Out Page Instructions for Edwards Sponsored Students


In order to place an online order through kubookstore.com, Edwards sponsored students (Vocational Rehab, Veterans Affairs, etc) will need to utilize the Charge Student Account payment method during checkout. Students may only order what is paid for by their scholarship (i.e. textbooks and/or supplies). If additional items are ordered that are not covered by scholarship, student will be notified and order canceled.

PAYING WITH

PLEASE CHECK [HERE](#) TO SEE ELIGIBLE ITEMS FOR CHARGING YOUR STUDENT ACCOUNT.

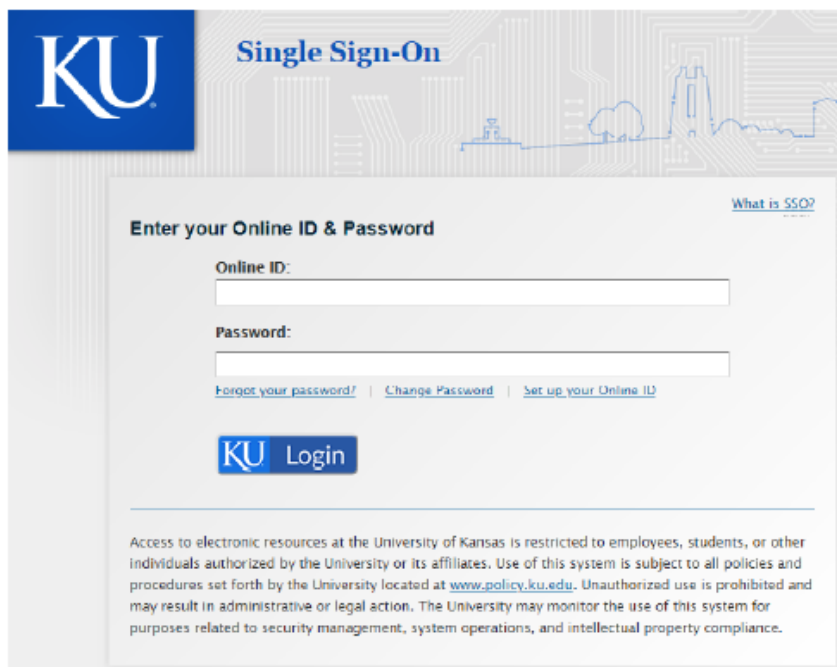
INELIGIBLE ITEMS WILL BE CANCELED FROM THE ORDER AND YOU WILL BE ASKED TO REORDER WITH A CREDIT CARD.






Gift Card

After selecting the Charge Student Account option, there is a page detailing charging a Students Enroll and Pay account. From there the student can click the Start Authentication button. Next, the student will be prompted to use KU's Single Sign On system. Enter the KU Online ID and Password to proceed.



 **Single Sign-On**


[What is SSO?](#)

Enter your Online ID & Password

Online ID:

Password:

[Forgot your password?](#) | [Change Password](#) | [Set up your Online ID](#)

 **KU Login**

Access to electronic resources at the University of Kansas is restricted to employees, students, or other individuals authorized by the University or its affiliates. Use of this system is subject to all policies and procedures set forth by the University located at www.policy.ku.edu. Unauthorized use is prohibited and may result in administrative or legal action. The University may monitor the use of this system for purposes related to security management, system operations, and intellectual property compliance.

Once signed in through the KU Single Sign On page, it will come back to kubookstore.com with the students 7 digit KU ID Number. This Authentication assures the Bookstore that the person placing the order is the actual student.

On this next page, it shows the 7 Digit KU ID Number in a non-editable field and an option to select which semester the order is for.

Authentication check successful.

Account Number: *(required)*

2220000

Select a Semester: *(required)*

2018FallSemester

Submit Cancel

After confirming the Semester Selection, hit the Submit button. This will take the student back to the checkout page.

Before completing the order, please use the Order Notes field on the right side of the checkout page to leave a note of the students sponsored status for the Bookstore team to see and click the Save button.

Continue to Checkout

SPECIAL OFFER CODES

Enter code Add

ORDER NOTES

Voc Rehab sponsored student

Save

ORDER SUMMARY

SUBTOTAL FOR TEXTBOOKS REFLECTS THE FULL NEW PRICE AND NOT NECESSARILY WHAT WILL BE CHARGED WHEN YOUR ORDER IS PROCESSED.

The student can then complete the order.

The Bookstore team will have to do some manual adjustments with the order to make sure it is charged correctly in their system. If, for any reason, the student finds that they have an outstanding charge in Enroll and Pay without a balancing credit, the Bookstore can easily adjust it once notified.