## Ch. 31 VR&E users

## Purchasing textbooks in person at the bookstore

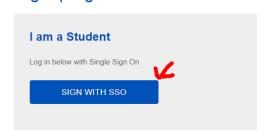
When checking out at the bookstore, let the cashier know you are a "VA Sponsored Student" so they can process your purchase correctly. You should not have your books billed to your KU Enroll & Pay student account.

The bookstore submits invoices separately to Tungsten, the VA's system, because they are technically a separate entity from the University when it comes to finances. If book charges show up on your KU Enroll & Pay account, the bookstore does not know those purchases need to be submitted to Tungsten until months later. Reach out to <a href="masc@ku.edu">masc@ku.edu</a> if books inadvertently get charged to your Enroll & Pay account so we can help resolve the situation.

## How to purchase textbooks online and charge to appropriate account

Go to <a href="www.kubookstore.com">www.kubookstore.com</a> and Click "Sign In." You will be directed to Log In page – Click Blue box in the "I am a Student" Section

Log in | Register



Shop your textbooks and add them to your cart.

Go to check out and follow the process to get to Payment Method.

At payment method – choose Student Account

Enter Billing Address – can just click to be same as shipping address.

Choose the correct semester and hit continue

On the Review Your Order Screen — In the Special Instructions Box — type in "\*\*\*VA SPONSORED STUDENT\*\*\*" This will trigger the Bookstore to change payment type at time of billing. If this is not done, your Enroll & Pay account will be charged.



Any issues – please call 1-800-458-1111, or use the online chat during business hours.