THREE STEP PROCESS IN OBTAINING BOOKS

To obtain your necessary books, all student-athletes must complete the three step process. Each step must be done in the following sequence.

- **STEP 1:** Registration for “Rent-A-Book” Program (an alternative method to obtaining books).
- **STEP 2:** Registration to Order Course Material Online via eFollett.com.
- **STEP 3:** Obtain Book Voucher (For Student-Athletes receiving Book Scholarship only).

**STEP 1:** Registration for Rent-A-Book (an alternative method in obtaining books).

Just like when you rent anything else in this world, you have to secure the rental with some form of credit. So, in addition to being 18 years of age, you will need the following items to register for the rental program:

- **A Government Issued ID:** Driver’s license, State ID, Passport, or Military ID. (Your student ID does NOT count.)
- **Credit Card:** A Major Credit card or a Debit card with a major credit card logo on it.
  * If you are not 18, a parent or legal guardian may register using his or her credit card information.

1. Go to [www.desu.edu](http://www.desu.edu), then scroll down to “Current Students” and click on “Bookstore”.
2. Click on icon “For Rent Text Books”.
3. Click on “Click here to register now”.
4. Click on “Start”.
5. Complete all required fields.
6. Check-off and click on “Save and continue”.
   - For student-athletes receiving Book Scholarship: **STOP** logout and go to **STEP 2** below.
   - For student-athletes not receiving Book Scholarship: go to item 7.
7. Continue and complete all required fields.
8. Select and click on “Save and continue”; at this point you will receive a “Patron ID Number”.
   *The Patron ID number will also be sent to your e-mail address you selected on the “ Patron Information” screen.*

**STEP 2:** Registration to Order Course Material On-line via eFollett.com.

1. Go to [www.desu.edu](http://www.desu.edu), then scroll down to “Current Students” and click on “Bookstore”.
2. On the upper menu bar select and click “Your Account”.
3. Go to logon screen and complete all required fields. New Users: Select and click on “Registration” and complete all required fields.
4. Then click on “Create Account”, a confirmation e-mail will be sent to you from efollett.com.
5. **All student-athletes must have current course schedules or syllabus to complete the following steps.**
6. Select “Textbooks and Course Material” (found in upper left side of the page).
7. Go to “Select your Term”. Example: Fall 2010, Spring 2010, etc.
8. Click on “Substitute”.
9. Place a check-mark on “Required Material”. **Do not** check “Suggested by Bookstore”
10. Click on “Add to Cart”, and repeat this process to continue to add another course.
11. When finished selecting all your required books for your classes, click on “Add to Cart and go to cart”
12. Verify the books selected and delete accordantly those books not required.
13. Under “Textbooks New/Used Condition Preference”, place check-mark on left column...“Please replace with…”
14. Click on “Check out”.

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Delivery Option:
1. Under “How would you like to receive your item(s) select “Store pick-up Pay Now”.
2. Under “Other Comments” Add the following comments: “Athletes-[your sport]”; Example: “Athletes-Football”.
3. Click on “Continue Checkout”.

Payment Option:
1. Under “Payment info”
   - For student-athletes receiving Book Scholarship, select “Campus Card/D-number”.
   - For students-athletes not receiving Book Scholarship, please select the approved means of payment and complete the required fields.
2. Click on “Continue Checkout”.
3. Under “Order Review” verify all information and place check-mark on “Complete My Order”

**STEP 3: Book Voucher Purchasing Procedures (For Student- Athletes receiving Book Scholarship only).**
1. Go to [www.desu.edu](http://www.desu.edu)
2. Scroll down to “Current Students” and click on “my DESU”
3. Scroll down to “Get Forms and Vouchers” and click on “Book Voucher”.
4. Go to left side of webpage and click on “Request”.
5. Complete all information fields requested.
6. For further assistance, click on “Help for FAQ”, or see your respective Academic Counselor.

**IMPORTANT:**
1. All Student Athletes must check status of award on-line before going to purchase books.
2. Student Accounts will validate awarded book voucher and place award in Student-Athletes account.
3. All Student Athletes will go to bookstore. An ASSA Academic Counselor will be there while you purchase needed books for classes.
4. Academic Counselor will retain the receipt for the books, record the amount spent on a spreadsheet that contains the Student-Athletes’ name, ID number and scholarship amount.
5. If a book is not available, the student athlete will pay for the book (via book voucher), and obtain a duplicate receipt for their respective ASSA academic counselor. The student athlete will be notified by the bookstore once the book comes in.

**BOOK RETURN POLICY:**
Student-athletes utilizing the book voucher and/or the Rent-A-Text programs are required to return all books to the bookstore during the buy-back period. Any questions or concerns, please contact your respective ASSA academic counselor.