## How to Use the Schoettler Book Voucher

- 1. Apply for the Schoettler Book Voucher by submitting a request on <u>https://survey.alchemer.com/s3/3859796/Schoettler-Book-Voucher-Request-Form</u>
  - a. A request must be submitted **<u>every</u>** quarter.
- 2. After you have been approved, you can use the Schoettler Book Voucher in-store OR through the online bookstore.
  - a. If you are purchasing your materials in person, have your Student ID ready when you complete your purchase.
- 3. For online purchases, first go to <a href="https://www.bkstr.com/foothillstore/home">https://www.bkstr.com/foothillstore/home</a>
- 4. On the home page, you can either input your Student ID and the store will generate a list of your materials and textbooks for each class you are registered in. You may also purchase your textbooks by inputting your courses

Get Your Textbooks	OR	<b>Shop by Courses</b> Don't have your Student ID handy? Find your courses instead.		
Your Student ID.           Student ID         ENTER           Your Student ID is 8 digits in length. Example:         20000000		ENTER COURSES →		

5. Make sure your Student ID, Program, and Term is correct, then click "Find Courses"



6. A list will appear of the needed materials and textbook for each course. Make selections of what you would like to purchase then click "Add items to bag"

LUZABETH ACCVEDO		Rent
THE	Poet X	Used ③ \$3.90
POET	\$9.75	Rental Due
i 🤤 🧑	ISBN: 9780062662811	3/25/22
	Author: Acevedo	Rental Due
	Publisher: Harper Collins Publishers	3/25/22
	Formats: PAPERBACK	Buy
		Used ③ \$7.50
	O Add to Wishlist	New \$9.75
		3 of 3 Required Items Selected ADD 3 ITEMS TO BAG →

7. Scroll to the bottom of the page and you have the option of either "Continue Shopping" or "View Bag & Checkout." When you are ready to complete your purchase, click "View Bag & Checkout."

	Your Bag (3): \$42.70
CONTINUE SHOPPING	VIEW BAG & CHECKOUT →
	<b>Financial Aid is Accepted.</b> See checkout for details.

8. Review the items in your bag, then click "Check Out."

My Bag	(3)		Order Summary	
plies X	Poet X         Foothill College > Winter 2022 > ENGL > F001B > 09W         Selection: Buy New         ISBN: 9780062662811         Edit > Remove > Save For Later >	\$9.75	Original Price Digital Delivery Fee (1 Item) Subtotal Poyhar Pay in 4 Interest-free payments of \$11.98. Lear Have a promo code?	\$42.70 \$3.99 <b>\$46.69</b> n more
CRAZY BRAVE	Crazy Brave: A Memoir Foothill College > Winter 2022 > ENGL > F001B > 09W Selection: Buy Digital ISBN: 9780393083897 Edit > Remove > Save For Later >	\$14.95	CHECKOUT → We Accept Financial Ald @Pay VISA @@ @@@@ @@@ FYI: You may receive your order in FYI: You may receive your order in	multiple

9. A box will appear with a message regarding your order. After reading the message, click "Proceed to Checkout."



## 10. You will be asked to either

- a. Sign In with your existing bookstore account
- b. Create Account
- c. Continue as Guest

Sign In optional
Sign into your account for faster checkout.
Email Address
Password 🗞
Forgot Password?
SIGN IN → Create Account Continue As Guest

11. After you log in or continue as guest, you will then be asked to fill out the delivery method section. When this section is completed, click "Proceed to payment method."

First Name	
Last Name	
Country/Territory/Region United States	~
Street Address	
Apt, suite, floor, etc (Optional)	
City	
Select State 🗸	Zip Code
USE THIS ADDRESS	
Is this a gift?	
Any special instructions	s?

- 12. In the payment method section,
  - a. Check off "Financial Aid"
  - b. Input your Student ID # and click "Find Accounts"
  - c. Then choose SCHOETTLER

3 Payment	t Method
Promo Code	APPLY
<ul> <li>Financial Aid</li> </ul>	
Student ID	
FIND ACCOUN	NTS

13. After you complete the payment section, complete the Contact Information section, and click "Place Order" to complete your purchase.

We need this info in case th	nere are any order/delivery updates.
Phone Number 6509497673	
Create an account to track	your order. (Optional)
Create Password	82
PLACE ORDER $\rightarrow$	

\*\*\*If you do not see your account/aid listed, Please contact the Foothill Bookstore Email: <u>foothill@bkstr.com</u> Phone: 650-949-7305) Or Michelle Lapitan, DRC Accommodations Coordinator (Email: <u>lapitanmichelle@fhda.edu</u> Phone: 650-949-7673)