North Carolina Central University
Division of Extended Studies, Distance Education & NCCU Bookstore
Textbooks: Book Voucher/Allowance Process

Students enrolled in a distance education/online course can purchase their textbooks from the NCCU, E-Follett online bookstore, http://www.nccu.bkstr.com

If a distance education student wants to use financial aid, "Book Voucher" and does not have a NCCU student ID card, "Eagle card", please follow these steps:

STEP 1: OBTAIN A BOOK COST ESTIMATE

1. At a computer, please go to NCCU Bookstore website, www.nccu.bkstr.com
2. Select "Your Account" from the top right corner of webpage
    a. Returning Users: Log in to Your Account
    b. New Users: Create an Account
3. Select "Textbooks & Course Materials"
    a. Select your Program, Term, Department (Course Prefix), Course# and Section #
    b. Click Submit
    c. Add Items to your cart
4. Proceed to Check Out
5. Select your shipping preference and Check Out
6. Print out the Payment Option page which includes the purchase details (price of books, shipping costs and sales tax)
7. Log Out of your account

STEP 2: REQUEST A BOOK ALLOWANCE

1. At a computer, please go to the NCCU website (www.nccu.edu)
2. Select "myEOL" from the top right row
3. Log in using your email username and password
4. The myEOL front page loads. Under Personal Assistant, select "Banner SSB"
5. The Banner login page loads. Login to your Banner account using your Banner ID & assigned PIN #
6. Upon successful login, you will have an option "Request Book Allowance" near the bottom. Select that option
7. The next screen will look very similar to your bill. There is a statement near the top that will tell you if you have enough money to request your Book Allowance. If you do have enough money, scroll to the bottom and select "Yes" if you like to get a Book Allowance.
8. Enter the amount you are requesting and click "Submit
    a. The maximum book allowance per semester is $800.00.
    b. Please allow 24 hours for funds to transfer into a "Book Voucher"

    IMPORTANT: Remember that your refund will be reduced by the amount of the book allowance.
    Questions? Please contact the Eagle Card Office at (919) 530-5010

STEP 3: OBTAIN A GIFT CARD FROM NCCU BOOKSTORE

1. Email Jason Dorman, Assistant Bookstore Manager at 0108act@fheg.follett.com
2. Include the following items in the email request (send from NCCU Email address):
    a. Banner ID# (820#)
    b. Permission to use your Banner ID# to purchase a Gift Card
    c. The dollar amount for Gift Card (**Book Cost Estimate obtained in STEP 1**)
    d. Identify if you are purchasing textbooks online or coming to campus to purchase textbooks

    Note: ***If you are coming to campus to purchase or pick up textbooks, please bring a Picture ID card i.e. Drivers License.***
3. Jason Dorman will email the 16-digit gift card number and 4-digit pin# within 24 hours of receipt of students email request. **Questions? Please contact the NCCU Bookstore at (919-530-6445)**

STEP 4: PURCHASE TEXTBOOKS

1. At a computer, please go to NCCU Bookstore website, www.nccu.bkstr.com
2. Log into "Your Account"
3. Purchase your textbooks with the Gift Card

   Remember:
   - Gift Cards do not expire
   - Gift card balances carry over to the next semester