Financial Aid Online DON Bookstore Purchases

Available beginning August 23, 2021

1. Open www.Donbookstore.com with a web browser (i.e. Google Chrome, Microsoft Edge).

2. Click on “TEXTBOOKS” and select the “Buy/Rent” option from the drop-down menu.
3. Review the text and select the Yes button. You will be directed to the textbook selection screen.

4. First you will select your “Term” from the drop-down menu: “2021LSAC-SAC DON”.
5. Next, you will select your class “Department” (i.e. ACCT, BIOL, CHEM)

6. Third, you will select your “Course” (i.e. ACCT 101, BIOL 109)
7. Now you will select your course “SECTION” number

(the 5 digit number from the drop-down menu that matches your course)
8. Once the “CURRENT COURSE LIST” column has a selection you may click “BEGIN PRICE COMPARISON & SHOPPING” button

9. Click the “BEGIN PRICE COMPARISON” button
10. Now, select the textbook you would like to purchase by clicking the button. FYI, some textbooks are offered as New or Used, but not all have this option. If a book is not in stock, UNAVAILABLE will appear in the column beneath its price.

11. Your textbook has been added to your cart.
12. You can view the contents of your cart by clicking the ITEMS IN CART button on the right-hand side of the screen. If you are ready to complete your order click on the “GO TO CHECKOUT” button.

13. Click on the “CHECK OUT FROM RETAILER” button. You will be automatically
transferred to the “MY CART” page of your order.

14. On the “MY CART” page, you have the option of removing your selection, saving your order for later, continuing your shopping or checking out.
If you have chosen to complete your order and check out, you will need to Sign In to our website. If you do not have an account with us, you will need to create one. Please
16. Example: Account creation page. Please select “Receive email communications from the Don Bookstore” under Account Preferences. Also, please make sure your billing
address matches the credit card you are using for your purchase.
17. Once you set up your account, you will be asked to log into your account.
18. On the “Shipping Info” screen, select your preferred shipping method. Then, click the “Continue To Payment” button.
19. At the “Payment Info” screen, enter your student ID number in the Student ID field.
20. On the same screen, select your Payment Method. If using Financial Aid, please select “FA Link”. FA Link may be used for your shipping & handling fees.
21. In the same field, re-enter your student ID number in the provided field. After entering your ID number, click on the “Apply To My Order” button.

Enter Student ID Number again
22. If you have met your payment requirements, you will see the following screen. Click on the “Review Your Order” button to continue with your purchase.
23. Again, if you see this on the screen, you can proceed to the “Review Your Order” page.

24. If this message appears:

There are insufficient funds for the FA Link account "_______. The available balance is _______.

You will need to apply additional funds to your order to complete the transaction. You may select “Credit Card” or “Bookstore Gift Card” as you second tender. See step #25.

NOTE: You can use any additional EOPS funds to cover shipping costs.
25. Use this step if you need to pay with additional funds such as “Bookstore Gift Card” or “Credit Card”.
You will have to select another tender from the drop-down menu under “Payment Method” and click on “Apply Payment” when your selection is complete.

NOTE: If you have no Financial Aid funds available for your purchase you will have to use your personal funds to complete the order.
26. When your order payment has been fulfilled and you press the “Review Your Order” button, you will be directed to the “Review Your Order” page. If the information is correct, select the “Place My Order” button.
27. Your order is now complete. Please wait for your second email informing you the order has been completed.

These instructions apply to the use of the “Financial Aid” a.k.a. “FA Link” or “FAFSA”

Thank you and Good Luck this semester