

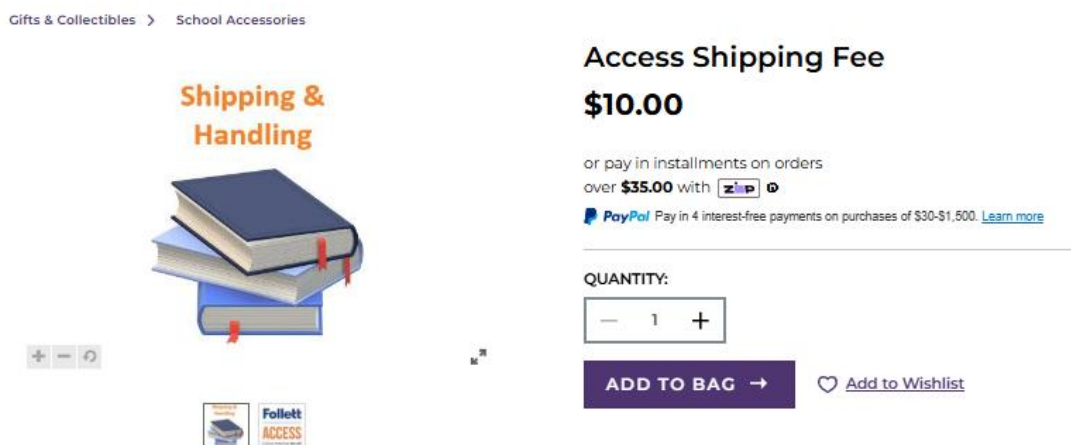
Bellevue Shipping Order Process

For use by Cohort and Traditional students in the Follett Access Program

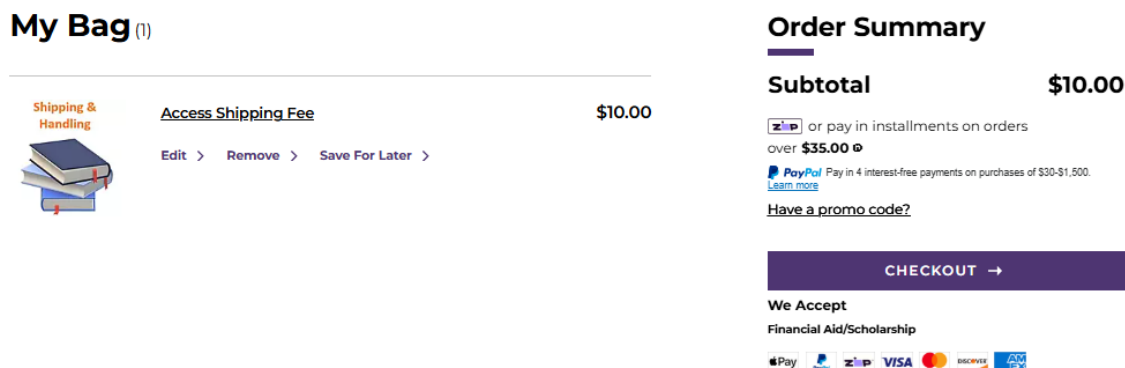
1. Access the shipping item by using this direct link:

<https://www.bkstr.com/bellevuestore/product/access-shipping-fee-129643-1>

2. Add this item to your bag.



STUDENTS SHOULD NOT ADD ANYTHING ELSE TO THEIR CART



3. **Checkout** - As part of the Access program, you will not be charged a shipping fee. We are using this process to verify your shipping address for materials for your class(es). Please proceed through the end of these instructions.
4. **Sign In Options:** You must use your Bellevue University Email Address to sign into an existing account, to create an account, or check out as a guest.

5. **Delivery** – Select Ship to an Address

Fill in the address for where you want your books to ship. (Please do not change shipping method.)

6. **Payment Method** – Select Financial Aid/Scholarship. Enter your student ID in the box labeled “Account Number” and click Find Accounts. If there is more than one account option, select “Follett Access Shipping,” check the Terms & Conditions box, then Confirm.

☒ Financial Aid/Scholarship

Account	Available Credit [?]	Online End Date [?]
FOLLETT ACCESS SHIPPING	\$20.00	8/31/25
<input checked="" type="checkbox"/> I agree to Terms & Conditions for this account		
CONFIRM		

[I don't see my account listed](#)

7. **Proceed to Contact Information** – Enter your phone number. Creating an account is optional, but often useful if you need to followup with the order.

8. **Place Order** – Do not forget to click the Place Order button. Wait until you receive an order confirmation before closing your browser.

Thank You For Your Order:

Order #: Bellevue University Bookstore 1420000XXXXXX

All set! An order confirmation email has been sent to student@my365.bellevue.edu

9. **Emails**

- Order Confirmation** – After you place the order, you will receive an Order confirmation email with your order number. Because you have used your Bellevue University email account, the bookstore knows which books to pull and send to you.
- Order Complete** – Once the bookstore processes the order, you will receive an email notifying you that your order has been fulfilled.
- Order Tracking** – When materials are shipped, you will receive an email with tracking information.