Creating a Bookstore Account

Welcome to the new and improved online bookstore. You can get to the bookstore by going to bsbooks.bryantstratton.edu

Before any textbooks can be purchased you must create a bookstore account.

If creating a new account select “New Members Sign Up Here”

**Important:** Any accounts created before July 1, 2007 will need to be recreated. You will always need to login first before shopping for textbooks. Your campus and courses are linked to your account. If you had an account on the old bookstore website, you will need to create a new account for this website. Old accounts were not compatible with this website.

You will be asked a series of questions which gives the bookstore important information about your account. You will need to identify how your tuition and books has been set up for payment.

- If you receive some or no financial aid and your textbook purchases have NOT been built into payment arrangements, you would select the first choice.
- If you are 100% sure your textbook purchases will be covered by your financial aid and/or payment arrangements, you would select the second choice.
- If you are an associate of Bryant & Stratton College, you would select the third choice.

The second question relates to what is considered your “home” or “base” campus. This is the campus that you turn in your registration and financial aid paperwork and where your academic advisor is located. (WNY BBA students select Amherst)
Important: The bookstore needs to know if you are attending classes on a full-time (12 or more credit hours) or part-time basis (3-11 credit hours).

Important: The bookstore also needs to know if you are in “Nursing”, “Information Technology” or “BBA” programs. If you are NOT in one of these programs, then select “Other”.

Once the degree program is selected, select the physical campus(es) where you attend classes. This will allow you to see all the books for each campus. If you are a campus student taking some classes online, then you would select the physical campuses you attend and online. If you take 100% of your classes online, then you would only select “Online”. If you are a campus student and take classes at 2 or more campuses, select both campuses. The courses will automatically select once you select a campus.
Enter all account information making sure all fields are filled in thoroughly and accurately, especially billing and shipping addresses. Do NOT use a PO Box for billing or shipping, we cannot ship to a PO Box.

BID # is the student number that you were given upon registration.

Email should be your Bryant & Stratton email address in the following format

xx.yourlastname.yourfirstname@mail.bryantstratton.edu

the xx in this example is the 2 character code for your home campus.

am = Amherst  on = Online Education
bf = Buffalo    al = Albany  st = South towns
wh = Willoughby Hills   ri = Richmond  ro = Greece and Henrietta  cl = Cleveland Downtown
sy = Syracuse Downtown  sn = Syracuse North  pr = Parma  vb = Virginia Beach  ml = Milwaukee & Wauwatosa

For billing information, you can select to copy contact information from the above information. You will need to enter “Address 1”, “City”, “State”, and “Zip Code”. Please make sure this information is accurate and with proper punctuation and capitalization. Your billing address should be the address where your monthly bills are mailed.

Shipping information can be copied from billing information by selecting “Same as Billing Info”. Fill in any additional information that will help in the shipping/delivery process. Add apartment numbers, door location, and delivery instructions to the “Suite” fields. Please make sure this information is accurate and with proper punctuation and capitalization.
Before creating your account, please read the statement at the bottom of the screen. **By selecting “Create Account”, you are agreeing to be financially responsible for any and all bookstore charges posted to your student financial account.**

If all fields were filled in appropriately, you will receive a message “You have successfully created a new account”.

You can now update any of the information contained within. **Make sure your billing and shipping information is correct!**

At this point you may begin shopping for your textbooks. For information on shopping for your textbooks, see the “Purchasing Textbooks” documentation.

You will also be able to view your orders at the bottom of your account in the “Order History” area.