

Jaguar ID

Fee Statement Information: Your Fee Statement can only be obtained **after all fees have been paid.**

A \$10 replacement fee will apply if a replacement is needed.

To retrieve your Student Fee Statement, scan the QR code or follow the steps below:



1. Go to <https://www.susla.edu>
2. Click on Students
3. Select Banner
4. Click Banner 9 Dashboard
5. Sign in using your SUS username and password
6. Click Students
7. Select Student Account Summary
8. Click View by Term
9. Select Go to Term
10. Choose the current term
11. Screenshot and upload to Jaguar ID profile

Note: Your account must be in good standing, meaning fees are paid in full, active payment plan or show a negative balance.

Jaguar ID Continued

Jaguar ID Photo Upload: After obtaining your **Fee Statement**, you can upload your **headshot photo for your Jaguar ID.**

Scan the QR Code or follow the steps below:



1. Go to <https://www.susla.edu>
2. Click on Students
3. Click on Jaguar ID

Note: Log in using your SUS email address and password.

Items Required for ID Upload:

- Current photo (JPG or PNG format)
- Fee Statement

Once your ID has been processed, you will receive an email notification to your SUS email account when your Jaguar ID is ready for pickup from the IT Office.



Division of Information Technology

L. C. Barnes Administration Bldg.
Rm. A-44
3050 Martin Luther King, Jr. Drive
Shreveport, LA 71107
318.670.9900 - IT Helpdesk

SUS Account

This account provides access to the following systems:

- Banner 9 Dashboard
- Canvas
- Dynamic Forms
- SUS Email

Username Format

- firstName.lastName@sus.edu

Example:

Name: John Doe

ID#: U01857564

Username: john.doe@sus.edu

First-Time Password Format:

- First 4 letters of your last name
- Followed by the last four digits of your U-number

Example:

Last Name: Doe

U-number: U01857564

Password: doe7564

SUSLA Account

This account provides access to the following systems:

- SUSLA campus computers
- Wi-Fi - Student
- SUSLA email

Username Format:

- First letter of your first name
- Up to the first 9 letters of your last name
- Last 4 digits of your U-number
- Followed by @susla.edu

Example:

Name: John Doe

ID#: U01857564

DOB: May 1, 2019

Username: jdoe7564@susla.edu

First-time Password Format:

- your personal 6- digits date of birth

Example:

May 5, 2019

Password: 050119

***NOTE :** Fees must be in good standing or paid in full for access*

Bank Mobile

If you are eligible for a refund after your fees have been paid, **Bank Mobile (BMTX)** will send a notification to your SUS email account. Once you verify the email from **Bank Mobile (BMTX)**, an **Instant Personal Code** will be sent to your SUS email. Follow the instructions provided in that email. After completing the steps, log in to your account to view or update your information.

Important: Please verify that the email you receive is from an official Bank Mobile source before responding.

BTMX Login Issues:

Before contacting Bank Mobile Customer Care, please reset your login information:

- Go to Refund Selection
- Click "Forgot Login Information?"
- Select: I FORGOT MY EMAIL
I FORGOT MY PASSWORD
- Provide the required information to complete the reset process.

If you still need assistance, contact **BTMX Customer Care at 1-877-327-9515.**

Bookstore Vouchers

To qualify for bookstore charging privileges:

- You must be officially enrolled in classes for the current semester.
- Your account must show a credit balance after all tuition and required fees are fully paid.
- The bookstore will receive an electronic roster of eligible students.

Important:

If your name is not on the approved list, please contact the Cashier's Office at (318) 670-9305 for assistance.

Password Reset Instructions:

If you need to reset your password,

Scan the QR code or follow the steps below:

1. Go to <https://www.susla.edu>
2. Click on **Students**
3. Select **Password Reset**
4. Click **SUS or SUSLA Password Self-Service** to manage your account and reset your password.

* For assistance with other technical issues, click **Ticket Request** to submit a help request.

