



VIRTUAL REGISTRATION PROCESS

V. After Completing Registration/Enrollment (Paying Fees)

How do I . . .	
Obtain an ID Card	<p>All NEW students and Faculty/Staff would submit a request for you ID via Secure Document Upload by clicking the following link: http://www.susla.edu/InformationTechnologySecureUpload.</p> <p>For more information, visit https://www.susla.edu/page/jaguarid.</p>
Secure Textbooks	<p>The University Bookstore staff is cross-trained to serve any enrolled student (with paid fee sheet) in need of securing textbooks. During registration, the hours of operation are Monday and Thursday, 8:30 a.m. to 4:00 p.m. and Friday, 8:30 a.m. to 12:00 p.m.</p> <p>Students are automatically enrolled in the Follett ACCESS, a convenient and affordable program that delivers all course materials (in an electronic format) to students immediately through their Southern University (SUS) email account. Textbooks are now delivered electronically to students' SUS email accounts.</p> <p>A better way to obtain school supplies is to visit our website: http://www.suslashop.com. You can even use your Financial Aid to purchase school supplies ONLY. At check-out, select the box that says Financial Aid/Scholarship and enter your UID including the U as your account number.</p>
Obtain a Parking Permit	<p>The University Police staff is cross-trained to serve any enrolled student (with paid fee sheet) in need of registering a vehicle for campus parking.</p> <p>The PDF fillable parking permit request form (with the electronic signature option) is located at http://www.susla.edu/page/university-police-forms. Students should call the cashier at 318-670-9305 to pay the required fee.</p> <p>Parking Permits will be released Monday through Thursday, 8:30 a.m. to 5:30 p.m. and Friday, 8:30 to 11:30 a.m.</p>

Register with Career Services	<p>To book an individual appointment - https://calendly.com/careerservicesusla</p> <p>If you are unsure of what major would be the best fit for you – take this free online career assessment. https://careerwise.minnstate.edu/careers/clusterAssessment.</p> <p>Purple Briefcase is an online career management tool that allows SUSLA students and alumni access to job and internship listings, career search tools, tips and more. Please use your SUSLA email address to create your account https://app.purplebriefcase.com/pb/account/enableStudentAccount/SUS/.</p> <p>For more information, contact AJ Williams at awilliams@susla.edu or 318.489.5213 (mobile).</p>
Access My Online Class in Moodle	<p>MySUlogin is a Single Sign-On (SSO) login that can be used to access a variety of enterprise applications on all campuses of the Southern University System.</p> <p>Your new mySUlogin (FirstName.LastName@sus.edu) will allow you to log in to:</p> <ul style="list-style-type: none">• Banner System• Moodle LMS• mySUlogin Email• mySUMobile App• SSO-enabled applications (Dynamic Forms, etc.) <p>Visit https://www.susla.edu/page/elearning for more information.</p>