

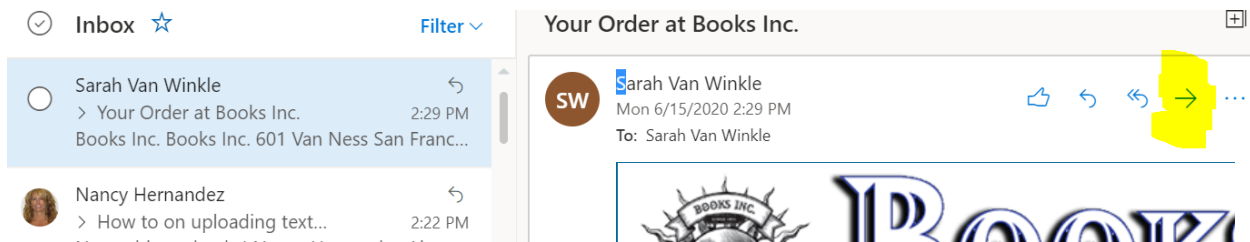
How to Guide – Forwarding a receipt to the LAP:

In order to access your Alternate Media (etext) you will need to show proof of ownership to the Learning Assistance Program. This guide shows how to send the LAP copies of both digital and paper receipts. Here's how.

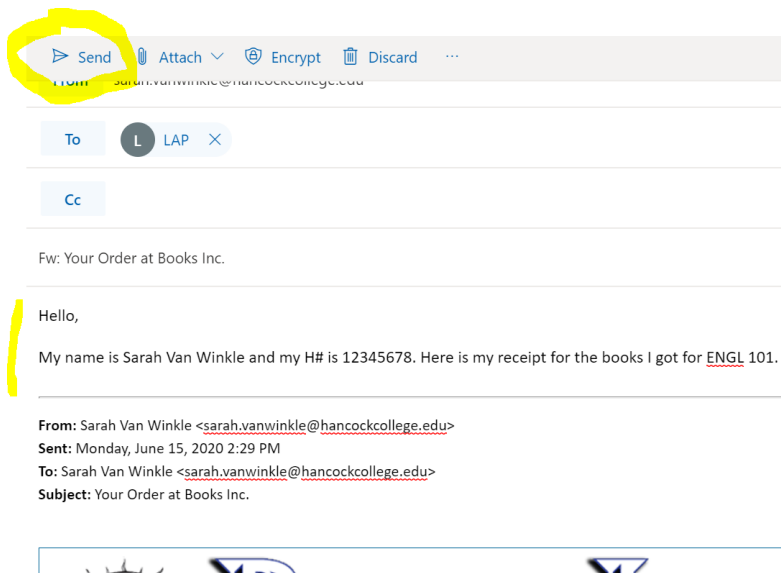
Important Tips: You will need access to your receipt(s) and you will need to log into your Hancock College email account.

Did you buy/rent your books online? Almost all online companies will send you a copy of your receipt to the email address you provided them. You can forward a copy of this receipt to us at lap@hancockcollege.edu

Step 1: Find your receipt in your email inbox and select it. The open email message will have arrows in the right-hand corner to indicate different "Send" options. Click the arrow pointing right to prepare to forward your message.



Step 2: Address the message to lap@hancockcollege.edu. Please add a sentence to let the LAP staff know your name and H number. Then click 'Send.'



Congratulations. You just submitted proof of purchase!