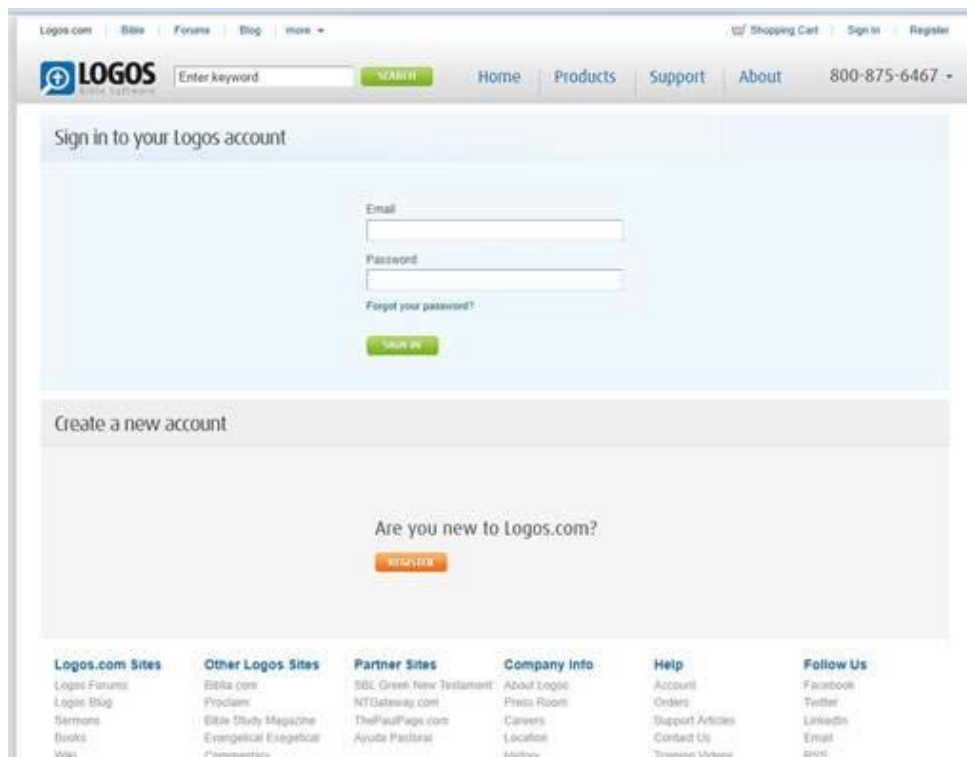


Application Instructions for the Logos Academic Program

Dear Faculty and Students,

Welcome to a new academic year and to our easy online ordering system! We've worked hard to make the overall ordering process smoother for everyone involved. Once your academic application is complete, you will be able to order additional resources with academic pricing from www.logos.com. Orders will be processed and available immediately through the regular checkout process, anytime throughout the entire semester. It is no longer necessary for each order to be individually approved by your school.

To get started, here is a quick video to watch <http://youtu.be/10EQTNbcT10> to see how it is done. After watching the video you can go to www.logos.com/academicdiscount. If you have already registered with us, simply sign in with your email address and password. It is not necessary to create a separate account for your academic orders. If you have never registered with us before, click the orange Register button. Once you are signed in, you will be taken to the Logos.com Academic Application.



The screenshot displays the Logos.com website interface. At the top, there is a navigation bar with links for 'Logos.com', 'Bible', 'Finance', 'Blog', and 'more...'. On the right side of the navigation bar, there are links for 'Shopping Cart', 'Sign In', and 'Register', along with a phone number '800-875-6467'. Below the navigation bar is a search bar with the text 'Enter keyword' and a 'SEARCH' button. The main content area is divided into two sections: 'Sign in to your Logos account' and 'Create a new account'. The 'Sign in' section contains a form with fields for 'Email' and 'Password', a 'Forgot your password?' link, and a 'SIGN IN' button. The 'Create a new account' section contains a 'REGISTER' button. At the bottom of the page, there are six columns of links: 'Logos.com Sites', 'Other Logos Sites', 'Partner Sites', 'Company Info', 'Help', and 'Follow Us'. Each column lists various resources and services available on the website.

Fill out all the fields in the Academic Application – they are *all required*. Please note that the “Alternate Email” field is your current logos.com sign-in email, and will be automatically populated. The “Student Email” field can be the same address if you don’t have one from your school. “Daytime Phone” and “Evening Phone” also both need to be filled in, even if the number is the same.

The screenshot shows the 'Academic Application' form. At the top, there is a header with the title 'Academic Application' and two buttons: 'SUBMIT' (orange) and 'CANCEL' (grey). Below the header, there is a step indicator '1' with a green circle, followed by a dropdown menu labeled 'I am...' with 'a student' selected. Below this is another step indicator '2' with a green circle, followed by the section title 'Personal Information'. The form contains several input fields: 'Country' (dropdown menu with 'United States' selected), 'Name' (text input with 'Ryan Riley' entered), 'Organization' (text input), 'Street Address' (two stacked text inputs), 'City' (text input), 'State' (dropdown menu with 'Alabama' selected) and 'Zip Code' (text input), 'Student Email' (text input), 'Daytime Phone' (text input), 'Gender' (dropdown menu with 'Select Gender' selected) and 'Date of Birth' (text input), 'Denomination' (text input), 'Alternate Email' (text input with 'ryan.test@example.school' entered), 'Evening Phone' (text input), and 'Married?' (radio buttons for 'Yes' and 'No').

The next section requires Academic Information pertinent to your program. Again, all fields must be filled (except Minor). When filling in the “School Name” and “Major” fields start typing then just pause a few seconds; select the best option from the drop-down box. Don’t use abbreviations. If your school has certain classes which require Logos, you will see a list to the right. Please select any you are taking.

Start by typing your school name in, pause then select your school from the dropdown list. It is important to select your school from the dropdown list, otherwise it will not show up on the form.

Academic Information

School Name

Southeastern

Nova Southeastern University

Southeastern Baptist Theological Seminary

Southeastern Bible College

Southeastern Europe Theological Seminary

Southeastern Free Will Baptist College

Southeastern Theological Institute-AG

Southeastern University

Select Any Classes You Are Enrolled In

CED6610 Ministry of Teaching and Discipleship

COM3610 Bible Exposition I

PRS6100 Bible Exposition


Place a check in the box next to the class you are taking that requires Logos.

Finally, we need verification of your enrollment. You will need to upload a **picture** of your student ID card or another document such as an acceptance letter, class schedule, student teacher profile from the web site of your school, or a letter verifying your enrollment. You can use a scanner, digital camera, or digital camera from a mobile phone/ipod touch, etc. If you don't have one, please find a friend who does, or go to a computer lab/library where you can scan and save a digital copy of the document. You must upload a picture file to complete the application and proceed to process your order.

Once you have a file ready to be uploaded, click "Choose File", navigate to the location where this file is saved, and double-click the file. Finally, read and check the acknowledgement and click submit!

3 Upload your student verification

Upload an image of your school identification card or another acceptable verification document.

 Choose a picture
student ID.jpg

Acceptable verification documents include: class schedule, acceptance letter, or letter verifying your enrollment at your school (file formats supported: .jpg, .png, .gif).

I acknowledge that the above information is true and accurate to the best of my knowledge and that I meet the requirements for academic pricing. I further acknowledge that Logos Bible Software will review my application to verify my qualification for the academic discount. If the authenticity of my academic standing cannot be verified, I understand that Logos Bible Software reserves the right to cancel and refund any orders I may have placed less a 10% processing fee.

After your Academic Application is complete, you may order a Base package and any other required resources based on your program. All of our products are downloadable, so unless you have very slow internet or limited bandwidth, there is *no need* to order a DVD for your library. Logos 6 automatically backs up all of your licenses, and you can install/reinstall from the web as needed. To ensure that you are always up to date with your program and library, please choose the download option. If you do choose a DVD, you will need to wait until it arrives to activate using a serial number.

Once you have chosen your base package and any additional required resources, click “Proceed” to move on to our secure online checkout. Simply fill out your credit/debit card information, and follow the prompts to complete your order. When it is processed, you will receive an order confirmation message with installation instructions via email.