

How to Request Goods Instructions

I. Sign-In

Students will submit an online request for goods using the [ASU Buck Bank online portal](#). and returning users click “Login”.



Albany State University Buck Bank
Login

Username: Password:

No account yet?

First-time users **must** "Sign-Up" and create an account. First time users should see the screen below to create an account:

Please keep you Username and Password safe as you will need it for each time you wish to make a Request for Goods.

II. **Registration Form:** All students are required to complete the Registration Form annually in each Fall Semester. Please verify that the information you have



Albany State University Buck Bank
Sign Up

Ram ID

First Name Last Name

Username Email

Password Repeat Password

provided on the form is correct and up to date.

- III. **Schedule an Appointment:** There will be one (1) hour increments between block appointments. *You may reschedule or cancel appointments no later than **two (2) business days** in advance of the distribution date. Call (229)500-2052 to request that we reschedule your appointment.*
- IV. **Place Your Order Online:** Students will have access to an online request portal. You can select items and add the items to your cart. Once, you have selected all your desired items, click the cart in the upper right-hand corner and submit.
- V. **Deadline to Request Goods:** Students must submit their online pantry orders one week in advance of the next distribution date. Request deadline days are the 2nd and 4th Thursdays of each month by 5:00 p.m.

Distribution Information

- ⇒ **Distribution Days and Time:** Distribution from the pantry will occur on the 1st and 3rd Wednesdays and Fridays of each month.
 - **Mornings:** 8:30 a.m. – 12:00 p.m.
 - **Afternoons:** 1:30 p.m. – 4:30 p.m.
- ⇒ **Check-in:** Students must arrive on time. Each student must bring their Ram ID card for each visit. The card will be swiped for proper check-in.
- ⇒ **Visitors:** Must complete and sign the Student Food and Personal Items Pantry User Liability Waiver, annually in August.
- ⇒ **Pre-Packaged Items:** Student will receive their selected pre-packaged goods. While supplies last, the goods will be packaged in a reusable grocery bag. Each student will receive a receipt that includes a link to a client satisfactory survey and the operating schedule.