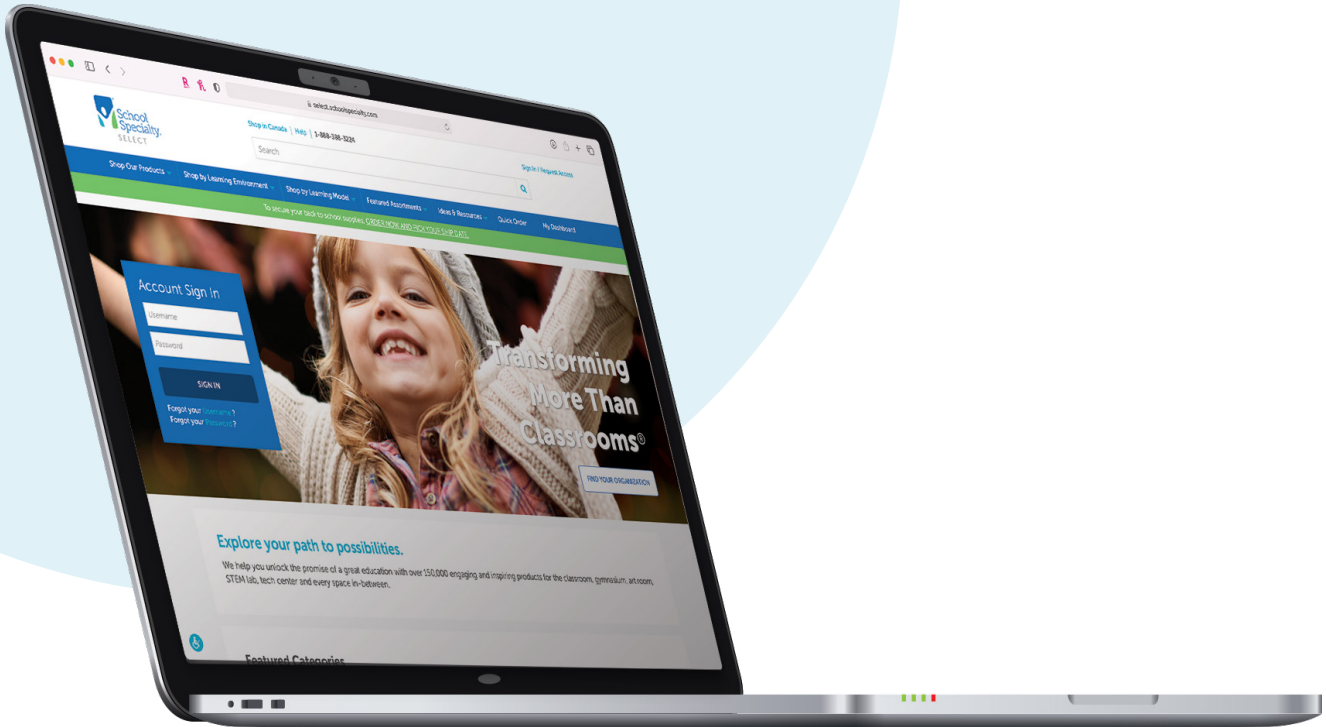


# A Guide to Your Online Account



## Welcome to School Specialty

It's easy to save time and money by shopping School Specialty online. Follow these tips for greater ease and control over your account.

Always **SIGN IN** to your account before shopping online, so you can view your district's discounted pricing and take advantage of all our online shopping features.

## Welcome to your School Specialty Online Account!

This guide will help you set up your account quickly and easily. You'll find step-by-step instructions for key start up features and answers to the most common questions so you can start saving time, money and increase productivity for your whole team.

### Additional support and resources:

#### For Self-Help

Find Webinars, How-to Videos, and more Quick Help guides for topics not covered at:  
[select.schoolspecialty.com/select-advantage](https://select.schoolspecialty.com/select-advantage)

#### For Immediate Assistance:

**Email:** [websupport@schoolspecialty.com](mailto:websupport@schoolspecialty.com)

**Call:** 888-388-3224, Monday to Friday, 7 am - 5 pm CST

**Chat Online:** Monday to Friday, 7 am - 5 pm CST

#### For Your Sales Representative:

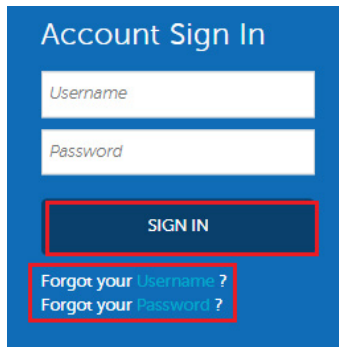
Contact information is available under your account sign in homepage and your dashboard.

# Table of Contents

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## Signing In



- Visit [select.schoolspecialty.com](https://select.schoolspecialty.com) (U.S. customers) or [select.schoolspecialty.ca](https://select.schoolspecialty.ca) (Canadian customers).
- Under **Account Sign In**, enter your Username and Password, then **SIGN IN**.
- If you do not know your username or password, click **Forgot your Username** or **Forgot your Password** to recover. You'll instantly receive an email containing your sign in information.

## 4 Convenient Ways to Shop

### 1. Search

- In the search bar at the top of the page, type the description or item number of the item you're looking for, then click the magnifying-glass **Search** icon.

### 2. Shop Our Products by Category

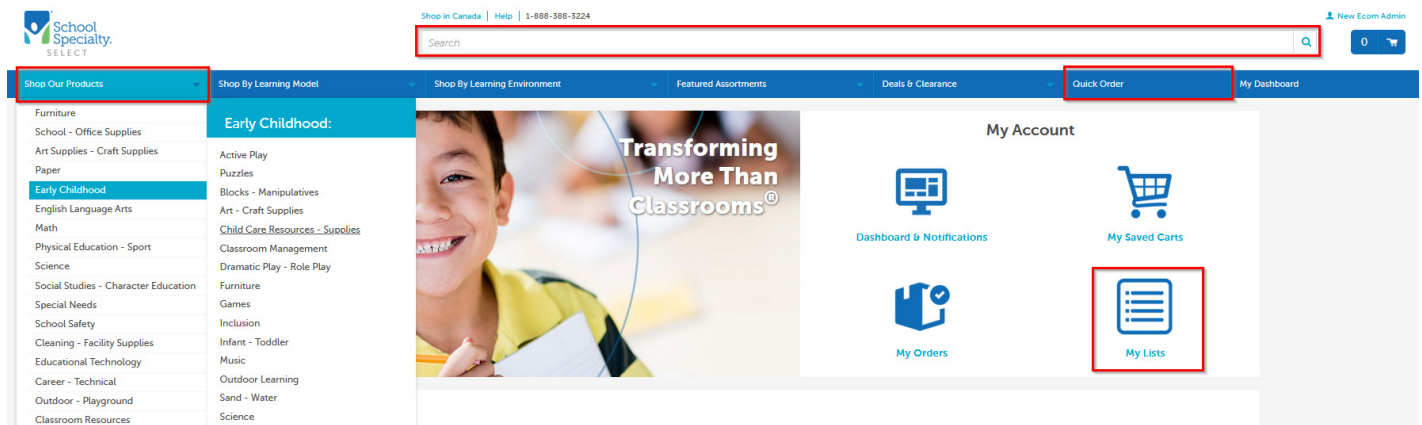
- Select the **Shop Our Products** tab on the left side of the top blue navigation bar.

### 3. Order by Number using Quick Order

- Select the **Quick Order** tab on the right side of the top blue navigation bar.
- Enter your item numbers and quantities, then click **Add To Cart**.

### 4. Order with online Shopping Lists

- You can create and save lists of commonly ordered items for convenient future ordering.
- On every product page, you'll see the option to **Add to List**.
- To create a new list, click the drop-down arrow next to **Add to List** and select **Create a new Shopping List**.
- To add to an existing list, select the list name and your items will be added to it.



## Accessing Your Account Dashboard

- Once you're signed in, look under **My Account** for quick access to your **Dashboard & Notifications, My Saved Carts, My Orders,** and **My Lists.**
- All account options can be found under **My Dashboard** at the top right of the navigation bar. Your account options are based on your setup.
- Your Sales Team's contact information is conveniently located on your sign in homepage and **My Dashboard.**

## Submitting Your Orders

- Click the Shopping Cart icon at the top right of the page and select **Go to Cart.**
- Review your items. Change quantities simply by typing a new quantity in the box. To remove an item, just click **Remove.**
- Accounts with contracted pricing will see their Pricing Program in their carts. Users with approver or administrator access will be able to select their contract if more than one is available.
- Choose **ACTIONS** to perform these options:

Shop in Canada | Help | 1-888-388-3224 New Ecom Admin

Search 11

Shop Our Products | Shop By Learning Model | Shop by Learning Environment | Featured Assortments | Deals & Clearance | Quick Order | My Dashboard

### HS Science Budget [Edit](#)



Cart 1019705782 | Last modified on 03/18/2023  
Pricing Program: OMNIA - FREE FREIGHT ALL  
*Prices are subject to change in saved carts.*

Other Saved Carts Print Download

✕ DELETE MULTIPLE ITEMS | DELETE CART | BUDGET CODES | COPY TO NEW CART | SAVE AS LIST | SAVE CART

You are shopping with your **OMNIA - FREE FREIGHT ALL** pricing program. Alternate pricing programs are available for this cart. OMNIA - FREE FREIGHT ALL

#### 11 Items

Product	Delivery	Quantity	Unit Price	Total Price
 Frey Select Formaldehyde-Free Preserved Grass Frogs, Triple Injected, 4 to 5 Inches, Pack of 10 Item #: 532226 Temporarily Out of Stock - On Order <a href="#">MOVE TO LIST</a>	 Ships Free with your Pricing Program	1 <a href="#">Remove</a>	\$90.99 \$139.99	\$90.99

Budget Code: 123-4567-8910-00

- If you have a Promotion Code, scroll down to enter and apply it in the Enter Promotion Code field.
- Select your Ship To Address from the existing list.
- Verify your name (or the name of the person who will receive the order) is in the Attention: field-This will appear on the shipping label.
  - To make changes, use **Edit** then **Save Attention Details**.
- All orders are processed for immediate shipment, unless you select **Request Future Shipping Date**.
- Choose your Payment and Billing Address with the available options if different. Your billing address must match your credit card's billing address. Use the toggle to set this payment method as your default.
- Review your request, then click **SUBMIT FOR APPROVAL** or **PLACE ORDER**.
- Not ready to send? Click **SAVE CART** or simply sign out, and your cart will be saved for next time.
- Print or download a copy of your cart if needed. Once your order is submitted and approved, an Order Confirmation email will be sent to you confirming School Specialty's receipt of your order.

Shop in Canada | Help | 1-888-388-3224

New Ecom Admin

11

Shop Our Products | Shop By Learning Model | Shop by Learning Environment | Featured Assortments | Deals & Clearance | Quick Order | My Dashboard

### Order Confirmation

**Thank you for your order!**  
 You will receive a confirmation by e-mail to verify your order.  
 Order number: 1029554940  
 Order date: March 18, 2023

CHANGE CART CONTINUE SHOPPING

Your cart has been updated to the next saved cart. You can continue shopping or change your current cart.

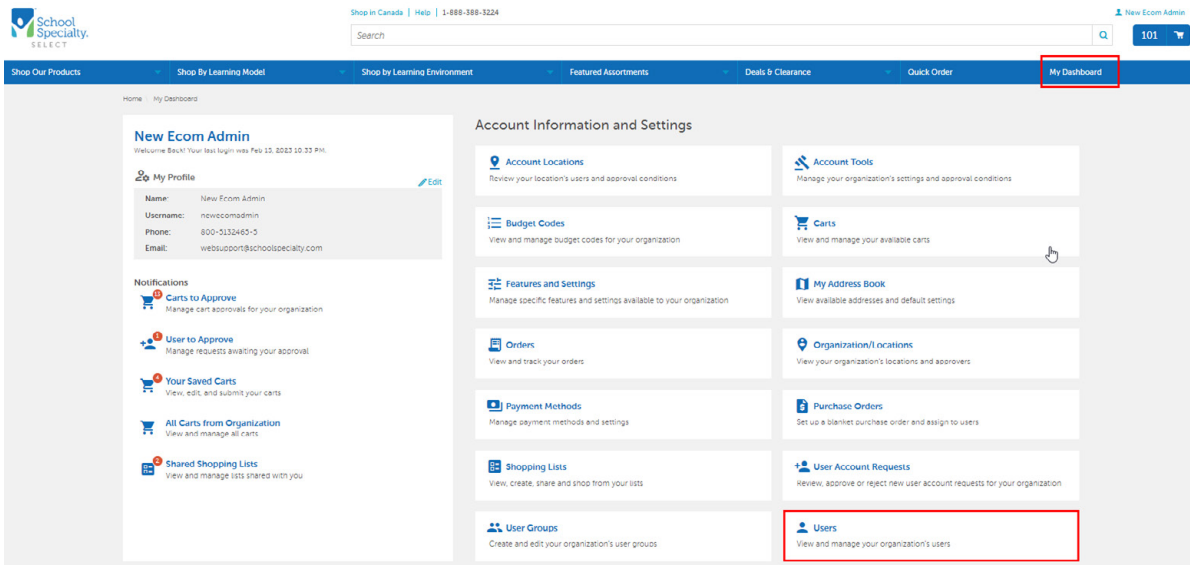
Print Download

Ship To	Payment	Order Summary										
ECOMMERCE TEST HIGH SCHOOL W6316 DESIGN DR HIGH SCHOOL GREENVILLE, Wisconsin 54942-8404 United States  Attention: First Name: First Name Last Name: Last Name Email: websupport@schoolspecialty.com Phone: 800-5132465-5  <b>Ship When Ready</b>	By Invoice Purchase Order # : PE123456  ECOMMERCE TEST SCHOOL DISTRICT W6316 Design Dr SCHOOL DISTRICT Greenville, Wisconsin 54942-8404 United States	<table border="1"> <tr> <td>Subtotal</td> <td>\$175.51</td> </tr> <tr> <td>+ Estimated Tax:</td> <td>\$0.00</td> </tr> <tr> <td>+ Shipping:</td> <td>\$0.00</td> </tr> <tr> <td><b>Total</b></td> <td><b>\$175.51</b></td> </tr> <tr> <td>You Save:</td> <td>35% (\$94.49)</td> </tr> </table>	Subtotal	\$175.51	+ Estimated Tax:	\$0.00	+ Shipping:	\$0.00	<b>Total</b>	<b>\$175.51</b>	You Save:	35% (\$94.49)
Subtotal	\$175.51											
+ Estimated Tax:	\$0.00											
+ Shipping:	\$0.00											
<b>Total</b>	<b>\$175.51</b>											
You Save:	35% (\$94.49)											

# Managing Users (For Administrator Use Only)

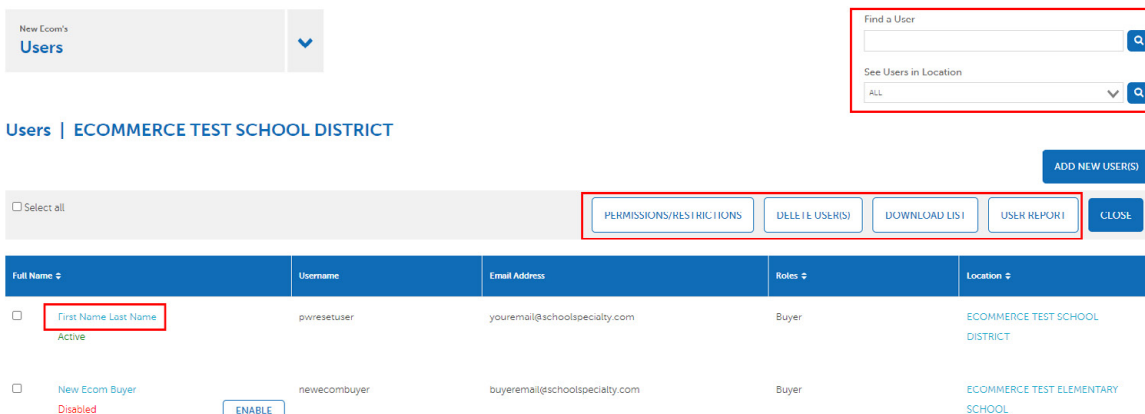
## Accessing Your Users

- Under **My Dashboard**, click on **Users** to see the listing of the current users.



- Search for users by name or locations.
- Click any user's name to view the User Details, Accounts & Groups, Approval Workflow Sequence, Contact Information, and more options.
- Click the **ACTIONS** button on the Users page to reveal more options.
  - PERMISSIONS/RESTRICTIONS:** Use this option to assign or unassign user permissions and restrictions for multiple users or all users at one time.
  - DELETE USER(S):** Select users by checkbox and click **DELETE USER(S)** to delete.
  - USER REPORT:** This will download a detailed list of all user-profile information including roles, groups, and approval requirements and responsibilities.
  - DOWNLOAD LIST:** This will download a list of all user information to an Excel spreadsheet.

**ProTip!** Disabled users as shown below are locked out of their account due to too many incorrect password attempts. To unlock their account, select **ENABLE**. The user should reset their password.



## Adding a New User

- Click **ADD NEW USER(S)**.
- Choose the Account Location for your user by clicking the magnifying glass search icon in the **Account Search** field. Choose your location and click **CONFIRM**.

**ProTip!** Your user's approval workflow is linked to the user's account location. Most users should be set at their location or on the main account if multiple shipping locations are needed.

- Click **Select shipping address** to choose your user's available and default shipping address.
- Fill in the appropriate information for the user including required fields, Roles, Permissions/Restrictions, and Groups.
  - Click the Information Icon for information regarding these options.
- Click **ADD USER**.

**ProTip!** If your staff does not use credit cards, we recommend creating a **Shared User** login instead of multiple buyer logins for easier account maintenance. If you need to add more than 5 users, please see the Bulk Uploading Users or User Groups.

### Add Users

Choose to add a single user at a time or upload a spreadsheet of users below.

[Back to User Administration](#)

Single Entry Bulk Upload

\* Required fields

Account \*

Search for an account for this user.

Account Search

Select shipping address

Ship to address \*

ECCOMERCE TEST MIDDLE SCHOOL  
W6316 Design Dr  
Greenville, WI 54942-8404  
(+3603 More)

Username \*

Email Address \*

First Name \*

Last Name \*

Phone Number \*

( ) Ext.

User Groups

User Group Search

Role ⓘ

Buyer

Approver

Administrator

Shared User ⓘ

Shared User

Permissions / Restrictions ⓘ

Add PO# Restricted

Bill to District Restricted

Bill to Location Restricted

Budget Code Entry Restricted

Credit Card Restricted

Invoice Restricted

New User Email Notifications Restricted

Save Credit Card Restricted

Require Email Address for PunchOut Notification

ADD USER



## Editing a User

- From **My Dashboard**, go to **Users**.
- From your user list, select the user's Full Name to edit information and settings for the user. Options to edit include the following roles, permissions, and restrictions:

**Buyer** - Shop and submit carts for approval. (Cannot be removed)

**Approver**- Approves orders and shops.

**Administrator** - Add Users, assign user roles, view users, edit user information, and view accounts.

**Add PO# Restricted** - Restricts shoppers to use assigned Purchase Order Number only.

**Bill to District Restricted** - Users assigned this restriction will not be able to choose the district billing address during checkout.

**Bill to Location Restricted** - Users assigned this restriction will not be able to choose the location billing address during checkout.

**Budget Code Entry Restricted** - Users assigned this restriction will only be able to choose from their assigned Budget Codes.

**Invoice Restricted** - Restricts shoppers from using invoice as a payment method to place orders.

**Credit Card Restricted** - Restricts shoppers from using a credit card as a payment method to place orders.

**Save Credit Card Restricted** - Restricts shoppers from saving credit cards to their account.

**Require Email Address for PunchOut Notification** - This permission enables a required email address field on the cart page which triggers an email to the address specified informing them that there is a cart pending review and retrieval.

**New User Email Notifications Restricted** - Users assigned this restriction will not receive new user request email notifications. New user requests will still appear on all Buyer Administrator dashboards.

- Click **SAVE CHANGES** to complete.

**IMPORTANT!** The Username and the Account Location cannot be edited. The existing user will need to be deleted and recreated if these need to be updated.

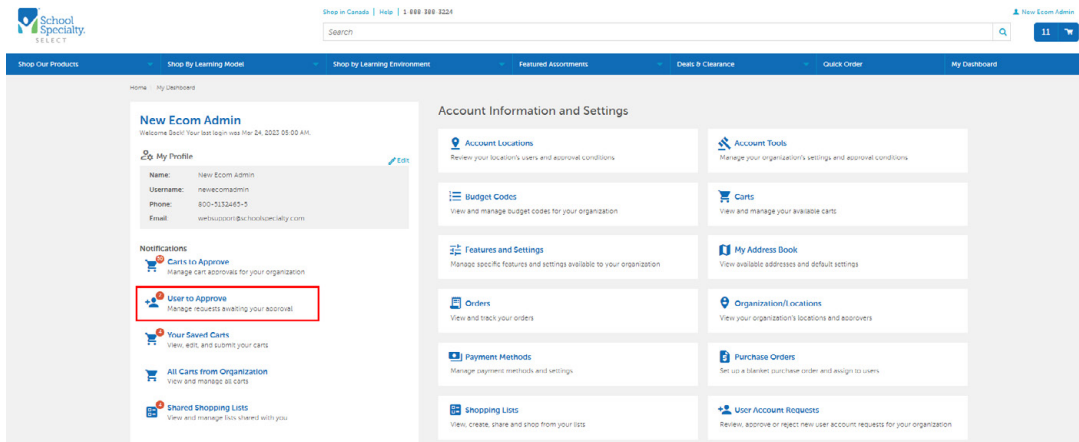
The screenshot shows the 'New Ecom Buyer's User Profile' page. At the top, there's a navigation bar with 'New Ecom's Account Tools'. Below that, the page title is 'New Ecom Buyer's User Profile' with a 'Required Field' indicator and a 'Back to User Administration' link. The main content area is divided into sections: 'User Details' with fields for 'Username' (pre-filled with 'newecombuyer') and 'Password' (masked with dots), and a 'FORCE PASSWORD RESET' button. Below this is the 'Accounts & Groups' section, which includes 'Account' information (Ecommerce Test Elementary School) and 'Role' selection (Buyer, Buyer Approver, Buyer Administrator, Shared User). The 'Permissions / Restrictions' section is expanded, showing a list of checkboxes for various restrictions, with 'Require Email Address for PunchOut Notification' checked. At the bottom, there's a 'User Groups' section with a dropdown menu showing 'New Ecom ES - ES Buyer Group' and a 'REMOVE' button. A 'SAVE CHANGES' button is prominently displayed at the bottom center, with a small timestamp 'Last Saved Changes 02/28/2022 by New Ecom Admin' below it.

# User Account Requests and How to Address Them

Our website allows guests to request sign in access under any organization that has an account. A visitor would use **FIND YOUR ORGANIZATION** on the Select.SchoolSpecialty.com homepage to find accounts by location and name. This is referred to as Online Registration.

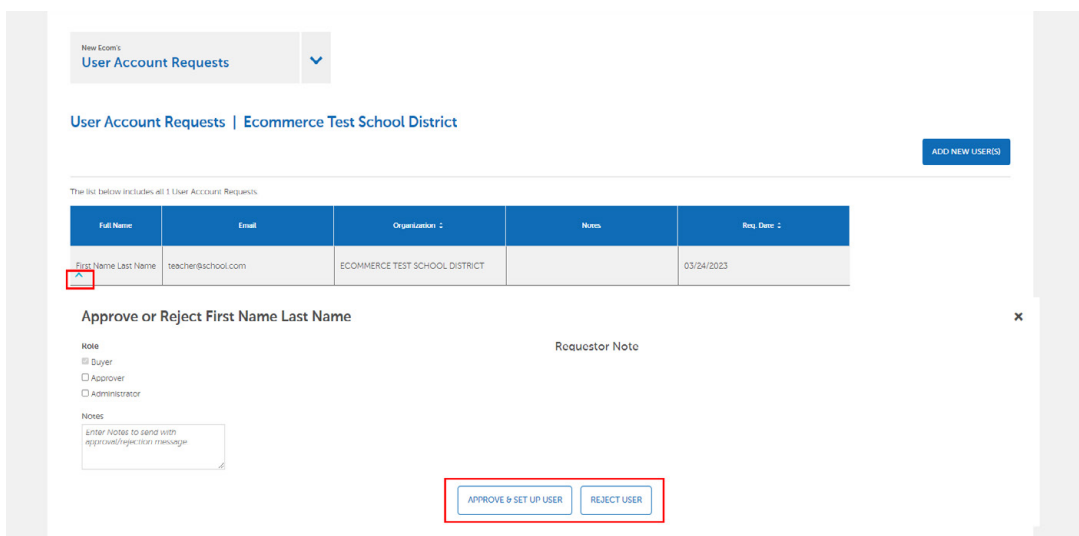
**IMPORTANT!** These requests are sent to the account administrator(s) for verification. As an administrator you will receive email notifications to reject, or approve and set up users who have requested access to your account.

- Go to **My Dashboard**, and select **User To Approve**.



- Click the arrow under Full Name to view user details. If approving, choose your new user's Role – Buyer is automatically given, assign Approver or Administrator, if needed. Click **APPROVE & SET UP USER**.

**ProTip!** Your User will receive an automated message advising the acceptance or rejection to their request. If further instruction should be provided to the user upon rejecting or approving, use the Notes field to provide directions.



- User approval will navigate you to the new user's profile for review and editing of restrictions/permissions, workflow and more. Select **SAVE CHANGES** when complete.

## Creating Buyer & Approver Groups (For Administrator Use Only)

Set up Buyer and Approver Groups to align with the approval workflow for your district.

### Why You Need Buyer Groups

Buyer Groups need to be created only when users in the same location submit carts to different approvers or approval workflow. The need for buyer groups is less common.

#### Example:

At North Street High School, teachers for grades 9th-10th submit their carts to the School Secretary for 9th-10th grade. In addition, teachers for grades 11th-12th submit their carts to the School Secretary for 11th-12th grade. In this example, 2 sets of buyers and approver groups would be needed, each with their own approval condition.

Buyer Group 1: North Street High School	Buyer Group 2: North Street High School
Buyer Group 1: 9th-10th grade Teachers	Buyer Group 2: 11th-12th grade Teachers
Approval Group 1: 9th-10th grade Secretary Approver Group	Approval Group 2: 11th-12th grade Secretary Approver Group
Approval Condition: Buyer Group "North 9th-10th Teachers" carts are approved by Approver Group "9th-10th School Secretary Approver Group"	Approval Condition: Buyer Group "North 11-12th Teachers" carts are approved by Approver Group "11th-12th School Secretary Approver Group"

### Why You Need Approver Groups

Every approver of online carts must be a member of an approver group. This ensures that carts are routed to the correct individual(s) for approval. Most approver groups contain only one user; however, there are times when multiple users need to be members of the same approver group.

## Example of a One Person Approver Group: (this is most common)

At East Street High School, Teachers submit carts to a Bookkeeper who then submits to the Business Office. In this example no Buyer Groups are needed since all staff at this location submit to the same Approver Group.

- Approver Group Name: East School Bookkeeper – AG
- Approver Group Member: Mary Smith
- Approver Group Name: East District Office – AG
- Approver Group member(s): Business Office users who can approve the users' carts.
- Approval Condition: When Cart value > \$0.00, cart is approved by East School Bookkeeper – AG

### Approval Conditions

The approval conditions specified below apply to the users at null location.

Note: Rules specified below are applied in order from the top.

ADD/EDIT RULES

Enter first and last name | Filter by Buyer | Filter by Approver | Show All

Approval Level 1 Rules Last Modified 09/21/2022 by [User] (on behalf of School Teacher)

When Cart value > \$0.00  
It needs approval from one of the following: [East School Bookkeeper – AG](#)

Approval Level 2

When Cart value > \$0.00  
It needs approval from one of the following: [East District Office – AG](#)

## Example of a Two Person Approver Group: (this is less common)

Both the Bookkeeper and Principal want to view carts, and either of them can approve the cart.

- Approver Group Name: East School Approvers – AG
- Approver Group Members: East School Bookkeeper & East School Principal
- Approval Condition: When Cart value > \$0, cart is approved by East School Approvers – AG

Group Name	Assigned Users	Location	Type
East School Approvers – AG	East School Bookkeeper, East School Principal	ECCOMMERCE TEST MIDDLE SCHOOL	Approver Group

## How To Create Buyer and Approver Groups

- Under My Dashboard, select Users Groups then click the **ADD USER GROUP** button.

New Ecom's  
**User Groups** ▼

Find a User Group

See User Groups in Location

User Groups | ECCOMMERCE TEST SCHOOL DISTRICT

ADD USER GROUP

ACTIONS

4 User Groups

Group Name	Assigned Users	Location	Type
------------	----------------	----------	------

Choose a Group Name (append –AG for approver group or –BG for buyer group).

- Select Approval Group or Buyer Group.
- Select the Location for the Group (Use the shipping location of the approver, eg. School or District).
- Click **CREATE GROUP**.

#### Add User Groups

Choose to add a single user group at a time or upload a spreadsheet of user groups below.

[← Back to User Groups Administration](#)

Single Entry Bulk Upload

Group Name \*

Approval User Group  
 Buyer User Group

Select Your Organization  
ECOMMERCE TEST SCHOOL DISTRICT

**CREATE GROUP**

- Click the Buyer Group or Approver Group Name to add users.

User Groups

See User Groups in Location  
ALL

User Groups | ECOMMERCE TEST SCHOOL DISTRICT

1 User Groups

Group Name	Assigned Users	Location	Type
<b>New Ecom Admin - AG</b>	New Ecom Admin	ECOMMERCE TEST SCHOOL DISTRICT	Approver Group

**ADD USER GROUP**  
**ACTIONS**

- Search by name or click the Search button to see all available users.
- Click the name of each user to add them to the group.
- Click **ADD USER**.

New Ecom's User Groups

New Ecom ES - BG Buyer Group

Add Members

Search new ecom

1 Users

Full Name	Location	Role
New Ecom Shared User Staff	ECOMMERCE TEST ELEMENTARY SCHOOL	Buyer Shared User

**SELECT USER ACCOUNT**

Select the user account from the list of matching user accounts and click 'Add User'.

Matching User Accounts:

- New Ecom Approver, Newecomapprover
- New Ecom Buyer, Newecombuyer**

**ADD USER**

**ACTIONS**

## How To Create Approval Conditions For Approver and Buyer Groups

Once Approver Groups or Buyer Groups are created, you can create your Approval Conditions for them.

- Go to **My Dashboard**, then select **Account Location**.
- Choose the location you would like to view the Approval Conditions for by selecting View Details.
- Click **ADD/EDIT RULES**.

The screenshot shows the 'Account Overview' section with five metrics: Accounts (5), Users (168), User Groups (62), Purchase Orders (6), and Budget Codes (13). Below this is the 'Approval Conditions' section, which includes a note about the location (ECOMMERCE TEST SCHOOL DISTRICT) and a list of rules. A red box highlights the 'ADD/EDIT RULES' button, and a 'DOWNLOAD RULESET' button is also visible.

Set the Approval Levels in corresponding order to the Approver Group.

- Create rule(s) of Approval Levels by Cart Values, Payment Type, Items from Category, and/or requirements of Budget Code or PO Number.
- Click **SAVE RULES** to complete.

### Approval Conditions

The approval conditions specified below apply to the users at ECOMMERCE TEST SCHOOL DISTRICT location.  
Note: Rules specified below are applied in order from the top.

[Insert Approval Level](#)

#### Approval Level 1

The screenshot shows the configuration for 'Approval Level 1'. It includes a 'When an order has:' section with a dropdown for 'Cart Value' set to '> 0' and a dropdown for 'Payment Type' set to 'Payment Type'. There are also checkboxes for 'Invoice' and 'Credit Card'. The 'It needs approval from one of the following:' section shows a dropdown for 'Group 1 First Only Approver Joe' and a search box for 'Find a User Group'. The 'And requires' section has checkboxes for 'Budget Code' and 'PO Number'.

[Insert Approval Level](#)

## Bulk Uploading Users or User Groups

When many users or user groups need to be created, **Bulk Upload** may be more efficient than adding one by one.

- Click **Bulk Upload**, and select **Download Template** under the corresponding sections.

### Add User Groups

Choose to add a single user group at a time or upload a spreadsheet of user groups below.

[Back to User Groups Administration](#)

- Fill in the required fields as listed from the formatted templates.

**IMPORTANT!** Location EIDs or OrgEIDs are located in parenthesis for every location under My Dashboard>Account Locations.

	A	B	C	D	E
1	LocationEID	UserGroupName	UserGroupType (BuyerGroup or ApproverGroup)	AssignedUsernames (separated by ;)	
2					

	A	B	C	D	E	F	G
1	OrgEID	LOGONID	FIRSTNAME	LASTNAME	EMAIL1	PHONE1 (###-#####)	BuyerAdministrator (Y/N)
2							

- Save to your system as a CSV file format.
- Return to **Bulk Upload**, select your document, choose **UPLOAD LIST**.
- Watch for the Upload Status to be updated to Complete, then View Logs for any failures.

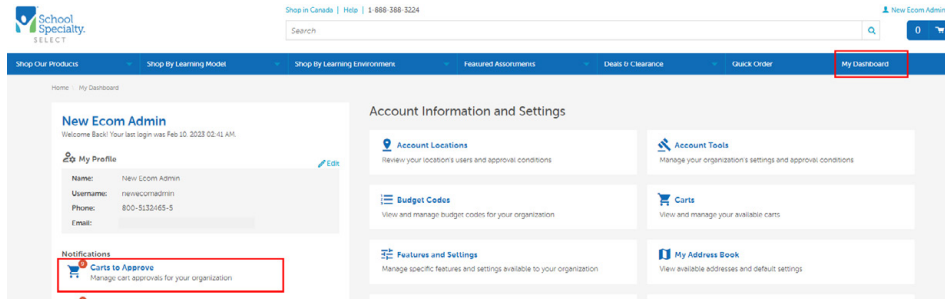
FILE NAME	UPLOAD STATUS	UPLOAD TIME	LOGS
UserGroupsUpload (1).csv	Complete	3/24/23 11:44 AM	<a href="#">Close Logs</a>

Start Time: 3/24/23 11:44 AM  
 End Time: 3/24/23 11:44 AM  
 No. of lines succeeded: 1  
 No. of lines failed: 0

# Approving or Rejecting Carts

## Approving Carts

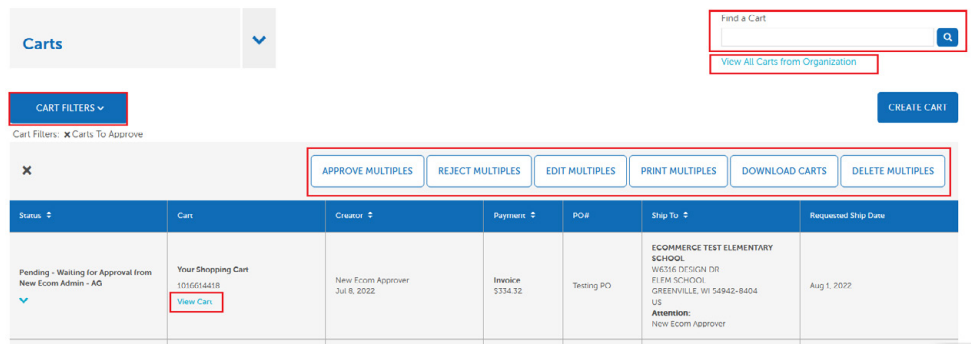
- Click **My Dashboard** then, **Carts to Approve**. Your cart(s) to approve will display.



- Choose the **Cart Filters** option to narrow your search by Last Updated (Date) Range or by Ship To Location. Sort your list by the **Status, Creator, Payment, or Ship To** columns.

## For quick options:

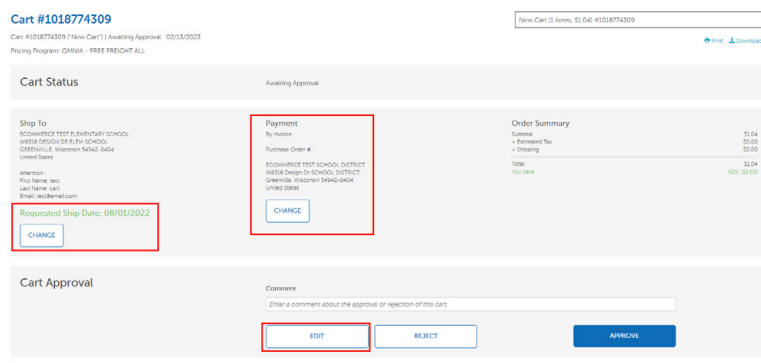
- Use the dropdown arrow for quick-view to approve/reject/modify PO#, Budget Code, or Shipment Date.
- Or, Click the **ACTIONS** button to approve/edit and add payment/reject/print multiple carts.



## Approver Cart Modifications

- Click **View Cart** under your shopping cart number to view cart details.
- Choose **CHANGE** to update Requested ship Date or edit/add Payment.
- Select **EDIT** to modify Items/Quantities, Pricing Program, Ship-To Location/ Attention-To, Requested Ship Date, Payment Method, PO Number, or Budget Codes.

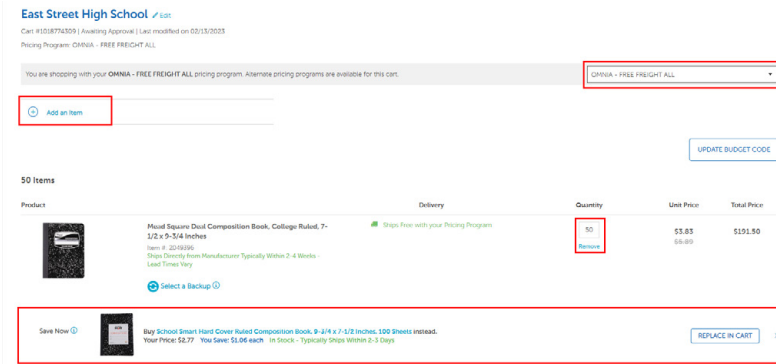
**IMPORTANT!** For P-Card users, please ensure the selected Billing Address matches the P-Card Billing.



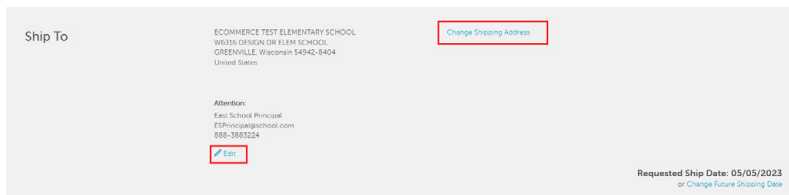


## Editing Details

- From selecting **EDIT**, view the full cart editing options:
  - Applying an alternate pricing program.
  - Adding an Item.
  - Updating/Removing item quantities.
  - Taking advantage of Save Now deals to replace item and save your budget.

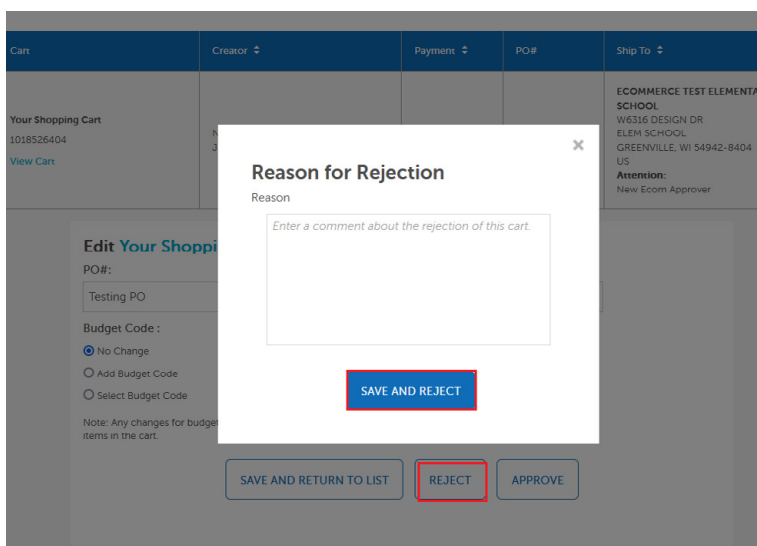


- Correcting Attention To and/or Shipping location.
- And More.



## Rejecting Carts

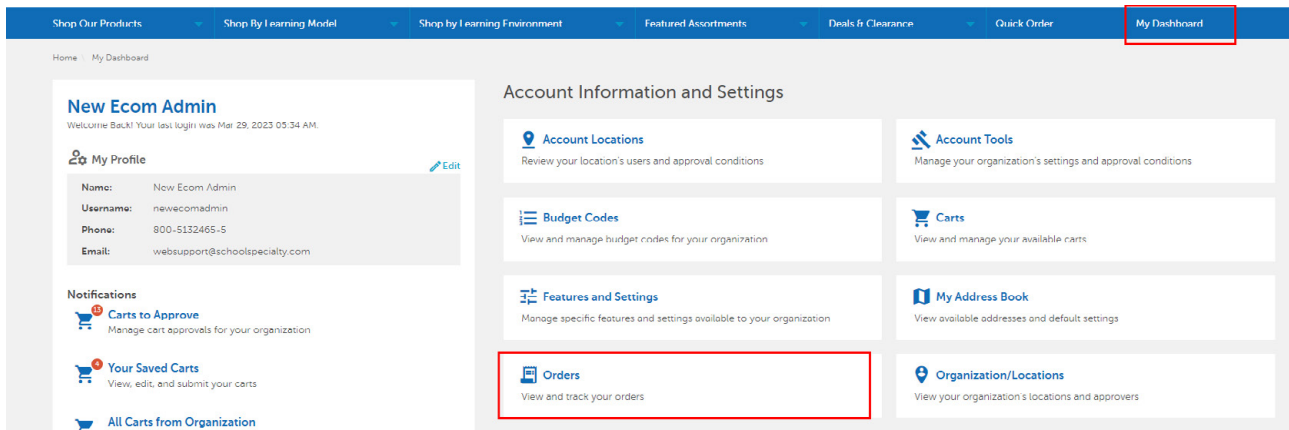
- Carts can be rejected by clicking the **REJECT** button, through **View Cart**, or by using the dropdown arrow for quick-view. You can reject multiple carts under the **ACTIONS** button by selecting the desired carts and clicking **REJECT MULTIPLES**.
- If rejecting cart, enter Reason for Rejection. Click **SAVE AND REJECT**.
- The Creator of the cart will be notified of the rejection via an email which will include your Reason for Rejection comments.



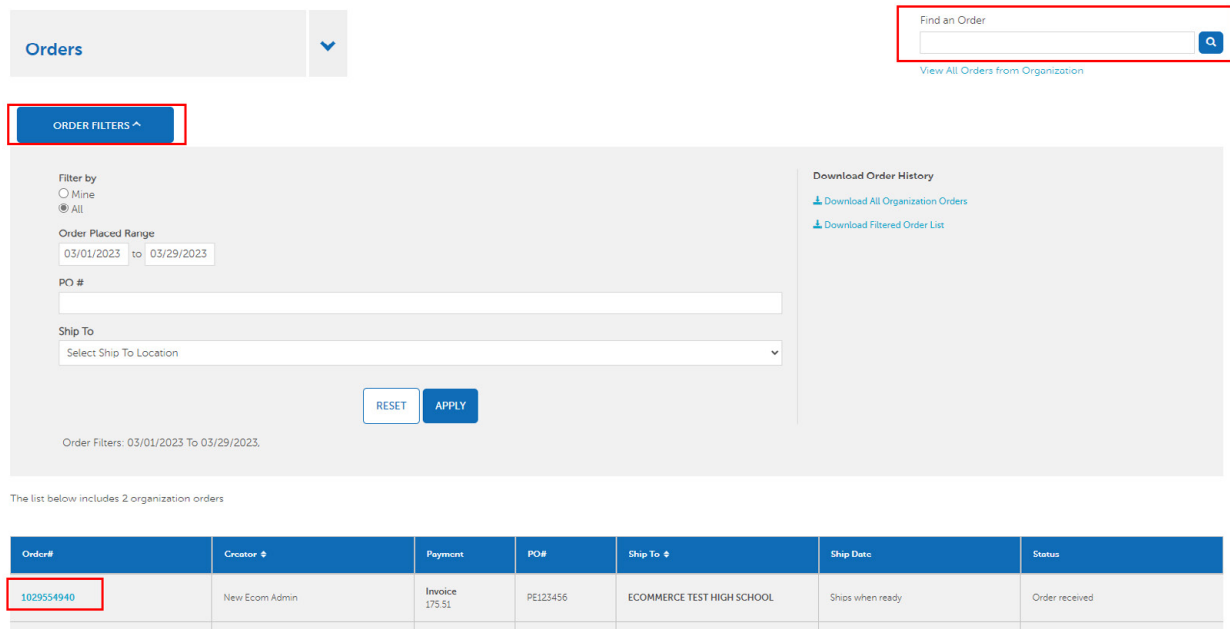
# Reviewing Order Status, Tracking, and Invoices

## Accessing Orders and Order History

- Click **My Dashboard**, then **Orders**. Your order(s) will display showing payment, PO number, shipping location, ship date, and status.



- Use **Find an Order** (by the order number) or applicable **ORDER FILTERS** to locate any unpopulated order from the default search. Filters are based on your setup.
  - Buyers view only their own orders.
  - Approver view their orders and orders within their approval workflow.
  - Administrators view all orders under their Account Location.
- Click on an order number to view more details.



- Click **ACTIONS** to Reorder, Copy items into your Current Cart, or Save items to a Shopping List.
- Click **View History** to view dates and people who submitted, reviewed, and modified the cart before submitting as an order.
- Select **Download Invoices** to view and print a PDF of all invoices related to an order.
- Click the tracking number to view deliver dates, signatures, and obtain a proof of delivery copy.

## Order #102494180

Cart:102494180 ("Central") [View History](#)


[Download Invoices](#) [Print](#)

**Order Status** Order shipped

Ship To	Payment	Order Summary
CENTRAL SCHOOL 1234 Country Ln, Greenville, WI US 56789-1011  Attention: Jane Smith First Name: Jane Last Name: Smith Email: jsmith@centralschool.com Phone: 123-4567890  Ships When Ready	By Invoice (30 NET) Purchase Order #: 30125  CENTRAL SCHOOL DISTRICT 1234 Country Ln Greenville, Wisconsin 56789-1011 United States	Subtotal: \$250.58 + Estimated Tax: \$0.00 + Shipping: \$0.00 + Handling Charge: \$0.00 <hr/> Order Total: \$250.58  Order Refund Total: (\$0.00)

[RE-ORDER](#)
[COPY ITEMS TO CURRENT CART](#)
[SAVE AS LIST](#)

### 34 Items

Product	Quantity	Unit Price	Total Price
Shipped on 2022/10/18			
 Post-it Fusion Lined Original Notepad, 3 x 3 in, Assorted Neon Color, 100 Sheets/Pad, Pack of 6 Item #: 1064123	1	\$16.79	\$16.79

Shipping Details [Tracking Number: 604902363](#)

## Additional Features For Administrator Access Only

If you are an administrator, see below for additional features:

- Filter your order search by "Mine" or "All", choose date ranges, PO Numbers and Ship to Locations.
- Find an order by entering a PO number in the search or click View All Orders by clicking that link.
- Order History can also be downloaded into an Excel spreadsheet by selecting **Download All Organization Orders**.
- Select **Download Filtered Order List** to only download the carts in your chosen filters.

The screenshot displays the 'ORDER FILTERS' section of a web application. It features a 'Filter by' section with radio buttons for 'Mine' and 'All', where 'All' is selected. Below this is an 'Order Placed Range' section with date pickers set to '02/08/2023' to '04/09/2023'. There is also a 'PO #' text input field and a 'Ship To' dropdown menu with the text 'Select Ship To Location'. At the bottom of the filter section are 'RESET' and 'APPLY' buttons. On the right side, there is a 'Download Order History' section with two links: 'Download All Organization Orders' and 'Download Filtered Order List'. Below that is a 'Last Order History Export Filters' section showing a list of filters: '02/08/2023 To 04/09/2023' and a link to 'Download Last Export (Created 04/09/2023, 03:24 AM GMT)'. A status bar at the bottom left indicates 'Order Filters: 02/08/2023 To 04/09/2023'.

ORDER FILTERS ▾

Filter by  
 Mine  
 All

Order Placed Range  
02/08/2023 to 04/09/2023

PO #  
[Text Input Field]

Ship To  
Select Ship To Location ▾

RESET APPLY

Order Filters: 02/08/2023 To 04/09/2023.

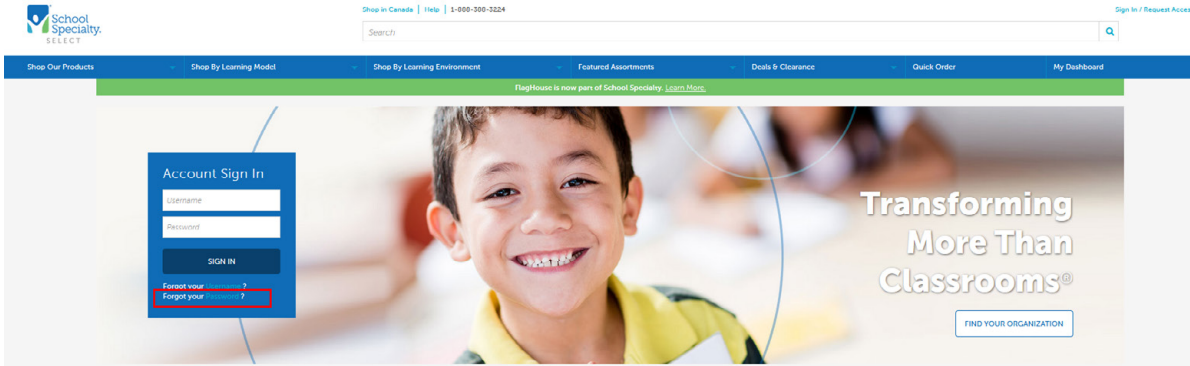
Download Order History  
[Download All Organization Orders](#)  
[Download Filtered Order List](#)

Last Order History Export Filters  
• 02/08/2023 To 04/09/2023  
[Download Last Export \(Created 04/09/2023, 03:24 AM GMT\)](#)

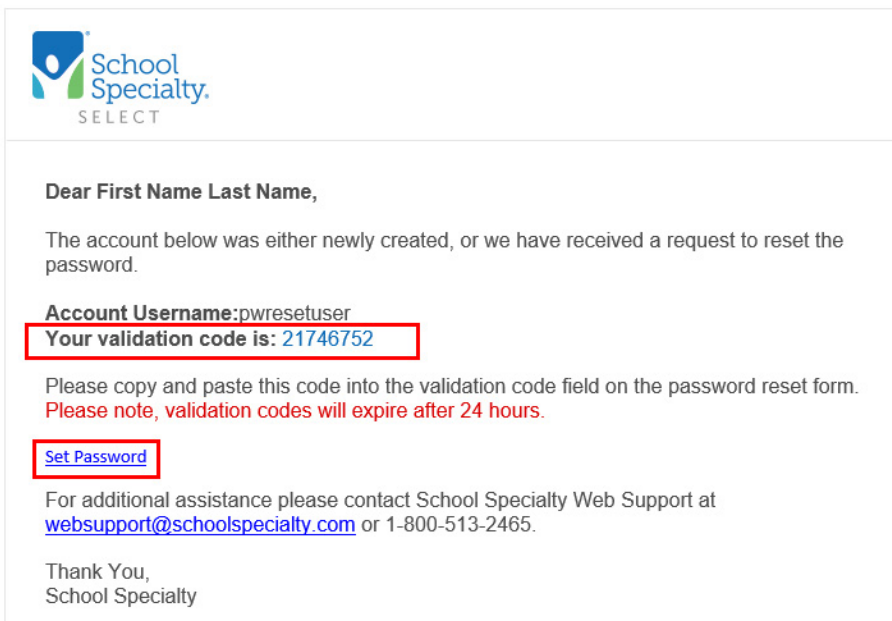
# Password Reset

## User Self-Service Reset:

- Visit [select.schoolspecialty.com](https://select.schoolspecialty.com) (U.S. customers) or [select.schoolspecialty.ca](https://select.schoolspecialty.ca) (Canadian customers) and select **Forgot your Password?** underneath Account Sign In.



- Type in your username and click **SEND ME MY VALIDATION CODE.**
- Go to your email and copy your validation code.



- Return to your “**Forgot Password**” screen, type or paste your validation code, then type your new password in both the **New Password** and **Verify Password** boxes. If this screen was closed, use the **Set Password** email link to return.
- Select **Change Password**. Your account will state that it is activated and you are now able to sign in with your username and new password.

**IMPORTANT!** Passwords must be at least 8 characters long, contain at least 1 letter and 1 number and are case-sensitive.

## Administrator Password Reset Access

Users with Administrator Access are able to trigger a password reset email for any user. The email sent to the user contains links and instructions for them to reset their password.

**IMPORTANT!** The Validation Code will expire after 24 hours. If the code has expired, the user will see instructions on how they can request a new code.

- Visit [select.schoolspecialty.com](https://select.schoolspecialty.com) (U.S. customers) or [select.schoolspecialty.ca](https://select.schoolspecialty.ca) (Canadian customers).
- Under Account Sign In enter your **Username** and **Password**, click **SIGN IN**
- Select **My Dashboard** and **Users**.
- Select the full name of the user. Search by name or filter by Location.
- Click **FORCE PASSWORD RESET**.

**ProTip!** If the user’s profile contains incorrect information scroll down to the **Contact Information** to update and **SAVE CHANGES** prior to selecting **FORCE PASSWORD RESET**.

Find a User

See Users in Location  
ALL

Users | ECOMMERCE TEST SCHOOL DISTRICT

ADD NEW USER(S)

1 Users

ACTIONS

Full Name	Username	Email Address	Roles	Location
First Name Last Name Active	pwresetuser	youremai@schoolspecialty.com	Buyer	ECOMMERCE TEST SCHOOL DISTRICT

User Details

Username  
pwresetuser  
User Created 03/15/2023 by New Ecom Admin

Password  
\*\*\*\*\*

FORCE PASSWORD RESET

Contact Information

Username: \*  
pwresetuser

First Name \*

Last Name \*

Email Address \*

Phone Number \*  
(  )  Ext.

Gender:  
Select one

Mobile Phone Number:

Birthday [Privacy Policy](#)  
Year

Month

Date

SAVE CHANGES

## Shared or Group User Reset (Administrators Only)

Shared User logins, where a single username and password is shared by staff in one location or department are often used to create carts that route to a designated approver. Only users with administrator access can trigger the password reset for these users.

**IMPORTANT!** Attempts to reset a shared user password through the "Forgot my Password" link will fail with a message of **"You are a member of a shared user account, please contact your Administrator to reset your password."**

### Forgot your password?

#### Let us help you

If you do not have an account, [click here](#) to set up a new account (it's free). Type your Username in the field below to receive your validation code by e-mail:

You are a member of a shared user account, please contact your Administrator to reset your password.

Username:

SEND ME MY VALIDATION CODE

- Sign in under your administrative credentials.
- Select **My Dashboard** and **Users**.
- Find the Shared User for which you need to reset the password for. Search by name or filter by Location. The user will be listed with the Shared User Role. You will also see the Email Address associated with the user. Click the **Shared User** name.

Full Name ▾	Username	Email Address	Roles ▾	Location ▾
First Name Last Name Active	pwresetuser	youremail@schoolspecialty.com	Buyer	ECOMMERCE TEST SCHOOL DISTRICT
Location Or Dept Name Staff Active	sharedpwreset	youremail@schoolspecialty.com	Buyer Shared User	ECOMMERCE TEST SCHOOL DISTRICT

- If you would like to send the password reset information to the email associated with the user, click **FORCE PASSWORD RESET**. This will trigger an email to be sent to the email address associated with the account, which will include links and instructions for them to reset their password.

**IMPORTANT!** The Validation Code will expire after 24 hours. If the code has expired, another **FORCE PASSWORD RESET** will be necessary.

- If you would like to change the email address associated with the user, scroll down to view the email listed under Contact Information, update the email, and click **SAVE CHANGES**. Then click **FORCE PASSWORD RESET**.

**ProTip!** We recommend you associate the email address of the Shared User's designated approver with the sign in.

**Contact Information**

Username \*  
sharedpwreset

First Name \*  
Location or Dept Name

Last Name \*  
Staff

Email Address \*  
youremail@schoolspecialty.com

Phone Number \*  
( 800 ) 5132465 Ext.

Gender:  
Select one

Mobile Phone Number:

Birthday [Privacy Policy](#)  
Year  
Month  
Date

**SAVE CHANGES**

If you need additional support from Customer Care for anything, you can always go to [Select.SchoolSpecialty.com](https://www.select.schoolspecialty.com) and click **Help** or **Chat Now**. Or call us at **888.388.3224**