

Quick Start Guide

Welcome to School Specialty Online! Here are some quick tips to help you easily navigate our website and place an order.

Login:

- Visit select.schoolspecialty.com.
- Under **Account Sign In** enter your Username and Password, click **SIGN IN**
- Always log in to your account before shopping online so you can view your district's discounted pricing

Search:

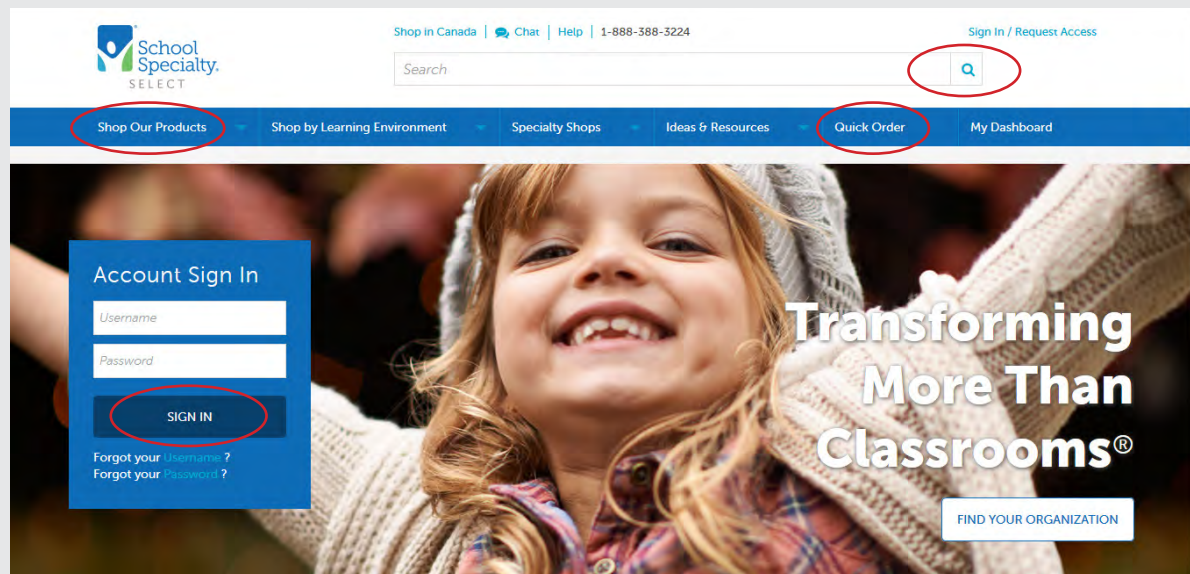
- Type the description or item number for the item you are looking for in the search box at the center of your screen, click the **Search Icon** (magnifying glass)

Shop Our Products:

- Select the **Shop Our Products** tab on the left side of the middle navigation bar to search by product category

Order by Number using Quick Order:

- Select the **Quick Order** tab on the right side of the middle navigation bar. You will need to be logged before you can move forward
- Enter your item numbers and quantities, then click **Add To Cart**



Shop Digital Catalogs:

- To view our extensive list of digital catalogs, click on the **Digital Catalogs** link at the very bottom of the page. Select a catalog to view

Locate Your Sales Team:

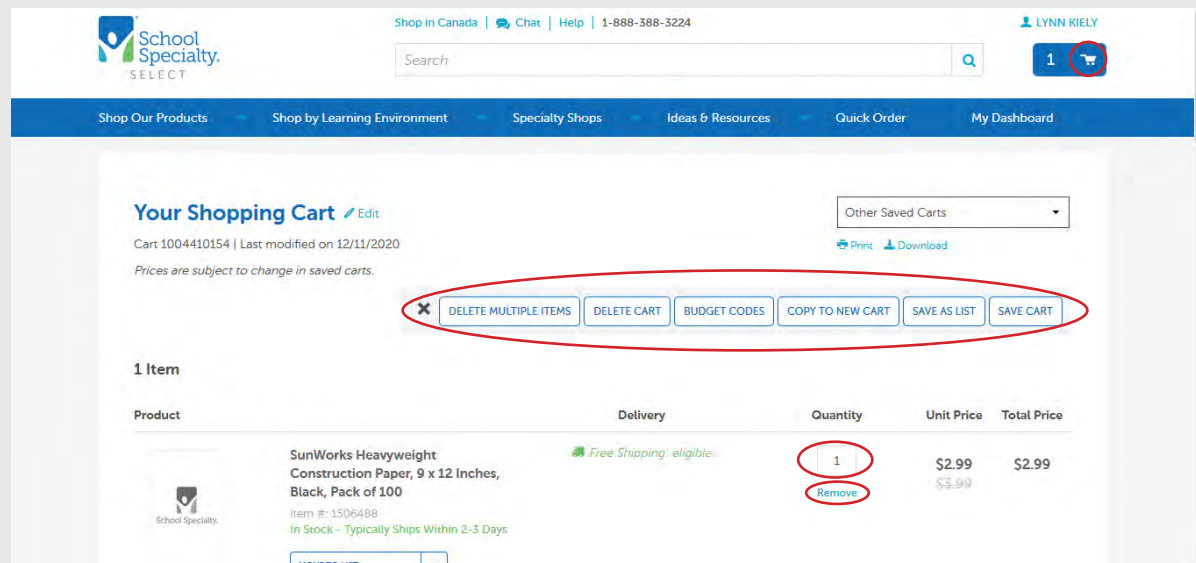
- When logged into your account, your Sales Team's names and contact information will be on your homepage

Continuing or Viewing Existing Orders:

- Once logged in, all account options can be found under the **My Dashboard** tab at the top right of the navigation bar

Finalizing and Submitting Your Orders:

- Once logged in, click the **Shopping Cart** Icon at the top right of the page and select **Go to Cart**
- Review your items and make any changes to quantities by simply typing a new quantity in the box. To remove an item, simply click **Remove**
- Choose **ACTIONS** to perform these options:



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

LYNN KIELY

Search

1

Shop Our Products | Shop by Learning Environment | Specialty Shops | Ideas & Resources | Quick Order | My Dashboard

Your Shopping Cart

Cart 1004410154 | Last modified on 12/11/2020


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

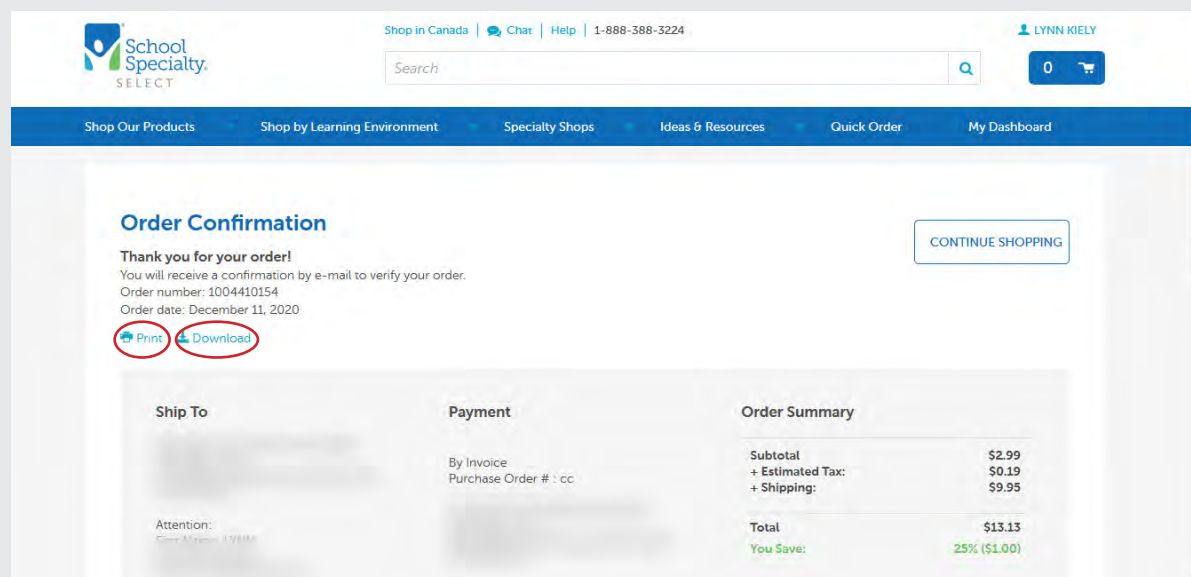
1 Item

Product	Delivery	Quantity	Unit Price	Total Price
 SunWorks Heavyweight Construction Paper, 9 x 12 Inches, Black, Pack of 100 Item #: 1506488 In Stock - Typically Ships Within 2-3 Days	Free Shipping: eligible	1 Remove	\$2.99 \$3.99	\$2.99

MOVE TO LIST

Finalizing and Submitting Your Orders: (continued)

- Scroll down to enter your Promotion Code if you have one
- Select your **Ship To Address** from the existing list
- Verify your name is in the **Attention To:** field – this will appear on the outside of your box
 - If you wish to change the name on the outside of the box, (ordering for another person or if a Shared User) click **Update Attention Details** to enter that person's information
- All orders are processed for immediate shipment unless **Request Future Shipping Date** is selected for you to change your ship date
- Add your Payment Method. Type or select your **Credit Card** or select Invoice. Choose your Billing Address if different
- Review your request. If ready to submit, click **SUBMIT FOR APPROVAL** or **PLACE ORDER**
- Not ready to send? Click **SAVE CART** or simply log out, and this cart will be your active cart the next time you log in
- Once submitted and approved, the Order Confirmation provides information and allows you to print or download your request, if desired



Questions? Call our Toll Free Online Support Department at **800-513-2465 ext 2**