

Registration

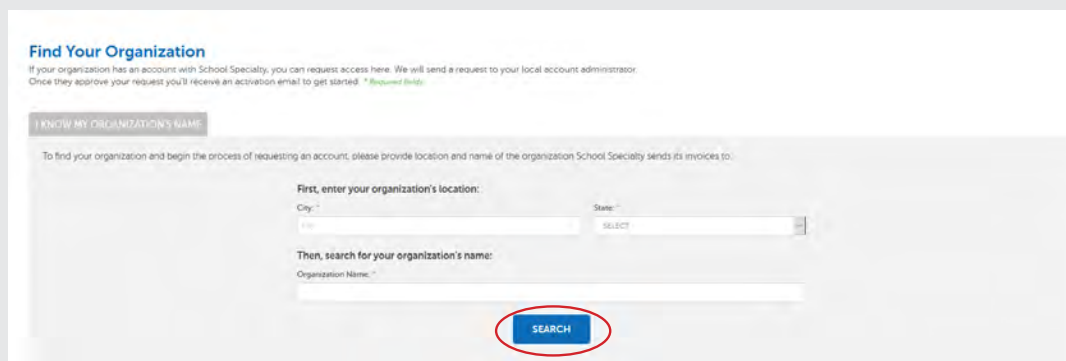
Welcome to School Specialty Online! Below are some instructions to help you register for an online account.

Register as a New User:

- Visit select.schoolspecialty.com. Select **Sign In/ Request Access** in the top right corner
- Select **FIND YOUR ORGANIZATION** on the homepage.

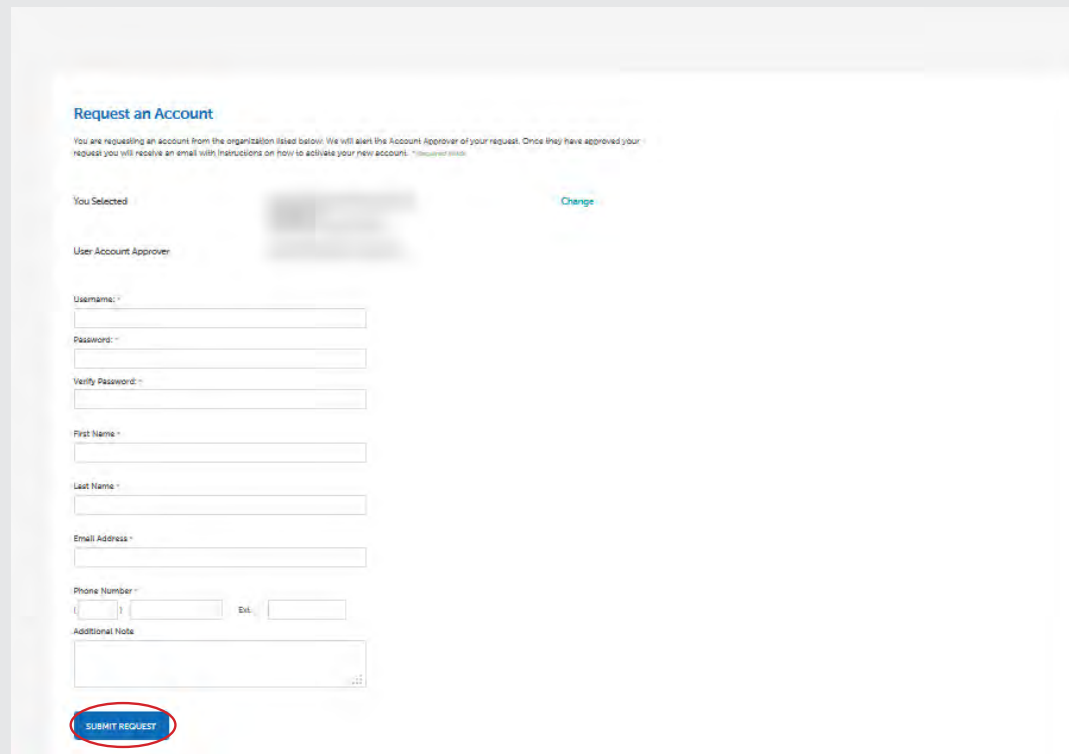


- Enter your Organization's name and location, click **Search**



Register as a New User: (continued)

- Fill in the appropriate information, then click **SUBMIT REQUEST** to send this information to the Administrator(s) noted on your account
- Once your Administrator has reviewed your request, you will receive an email notification of approval to continue or reason for rejection

A screenshot of the 'Request an Account' web form. The form is titled 'Request an Account' in blue. Below the title is a small paragraph of text explaining the request process. The form contains several input fields: 'You Selected' (with a dropdown menu and a 'Change' link), 'User Account Approver' (with a dropdown menu), 'Username', 'Password', 'Verify Password', 'First Name', 'Last Name', 'Email Address', and 'Phone Number' (with separate fields for country code, area code, and extension). There is also an 'Additional Note' text area. At the bottom of the form is a blue button with white text that says 'SUBMIT REQUEST', which is circled in red.

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