Create a Personal Shopping List

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Welcome to School Specialty Online! Below are some instructions to help you add items to a shopping list. This functionality will save a great deal of time when placing orders for commonly purchased items, and when ordering larger, back-to-school orders for teachers. The best part: shopping lists never expire!
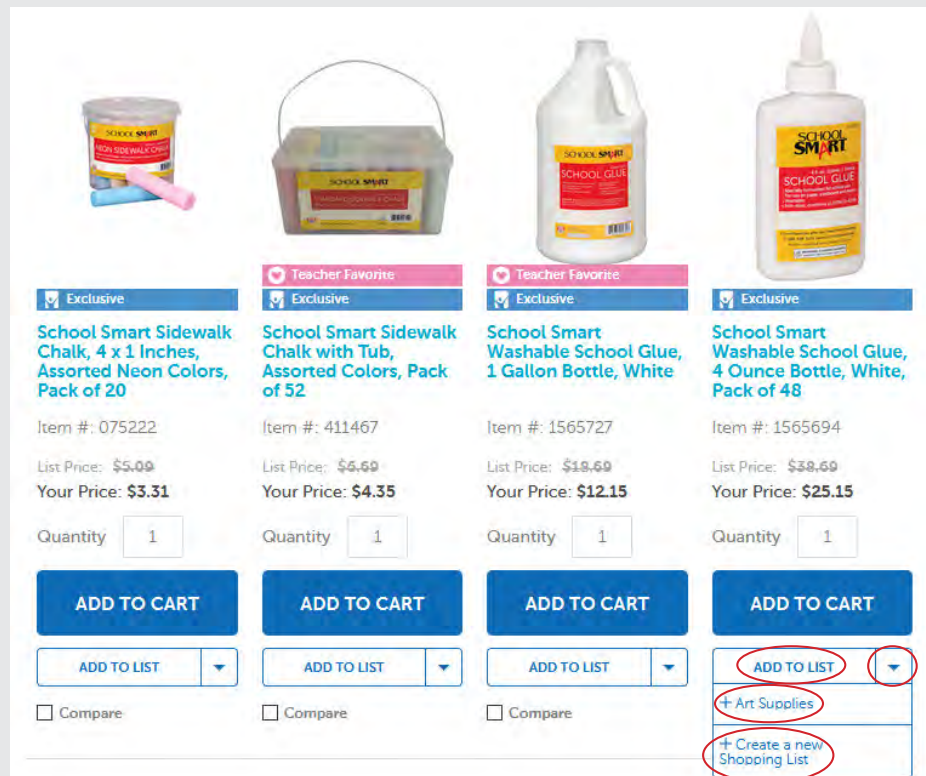
Login:
- Visit **select.schoolspecialty.com**.
- Under **Account Sign In** enter your Username and Password, click **SIGN IN**

Add to List:
A feature which allows a user to save a list of commonly ordered items for convenient future ordering.
- When viewing a commonly ordered item, you can click **Add to List**
- If you're creating a new list: Click the drop down **arrow** next to Add to List and select **Create a new Shopping List**
- If you're adding to an existing list: Select the list name, your items are automatically added to that list

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Access Saved Shopping Lists:

- Click your name or email address in the upper right corner and choose **Shopping List**
- Click the **List Name** to access your list
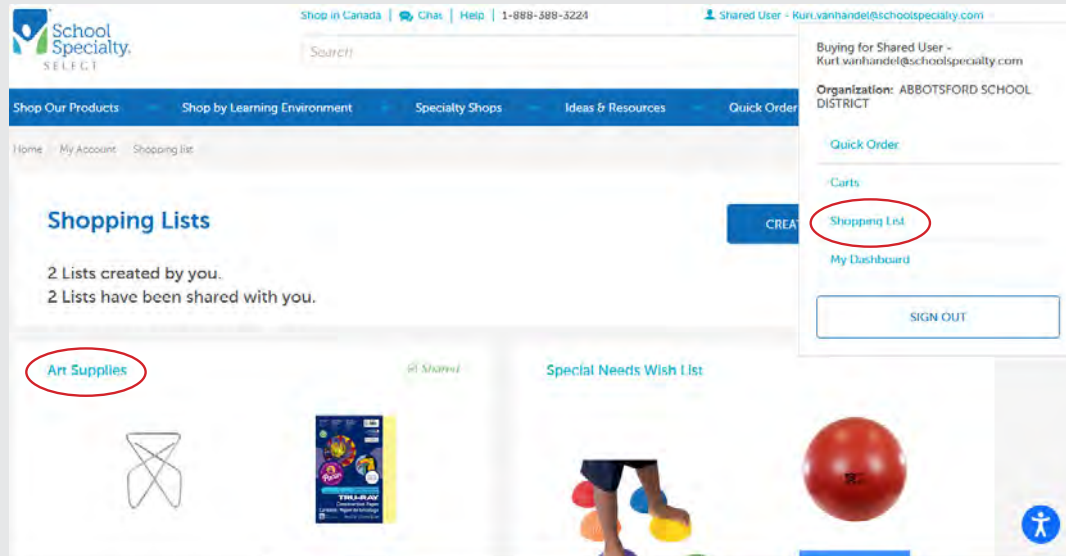
Create a New Order from a Shared Shopping List:

- Select your saved Shopping List and click **ADD TO CART** to add any item to your cart
- Click the **ACTIONS** button to view the options to **DELETE MULTIPLE ITEMS, COPY ALL TO CART, COPY TO OTHER LIST**, and **DELETE LIST**

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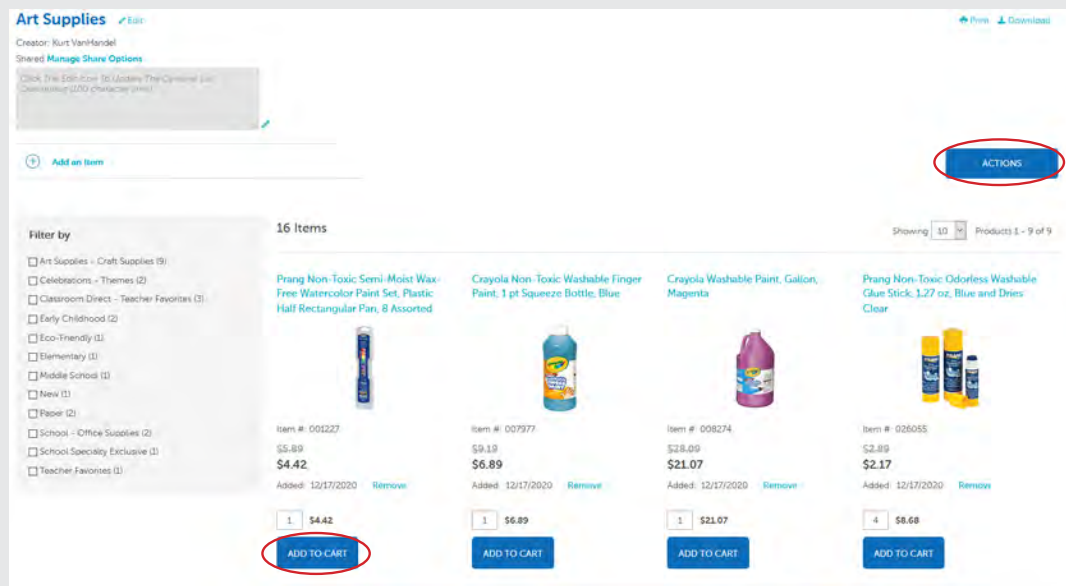
Save Items in Your Cart as a Shopping List:

- Select the cart icon in the top right corner and click **GO TO CART.**
- On your shopping cart page move any item from the cart to a shopping list by selecting **MOVE TO LIST**
- Click the **ACTIONS** button to view the options to **SAVE AS LIST**. You will be able to select individual items to save or use the Select All checkbox to choose all items. Click **SAVE SELECTED**, choose or create your list, click **ADD TO LIST**

Your Shopping Cart ✎ Edit

Cart 1005638280 | Last modified on 11/25/2020

Prices are subject to change in saved carts.

🖨 Print ⬇ Download

Other Saved Carts ▾

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

4 Items

Product	Delivery	Quantity	Unit Price	Total Price
School Smart Washable School Glue, 4 Ounce Bottle, White, Pack of 48 Item #: 1565694 Item Availability Information Not Available	🚚 *Free Shipping: eligible*	1 Remove	$29.02 $38.69	$29.02

MOVE TO LIST ▾
+ Special Needs Wish List
+ Art Project
+ Create a new Shopping List

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