

Teachers Name _____

User Name	
New Password	

1. Go to web page --> www.schoolspecialty.com
2. Click the Register or Login button located in the upper right hand corner



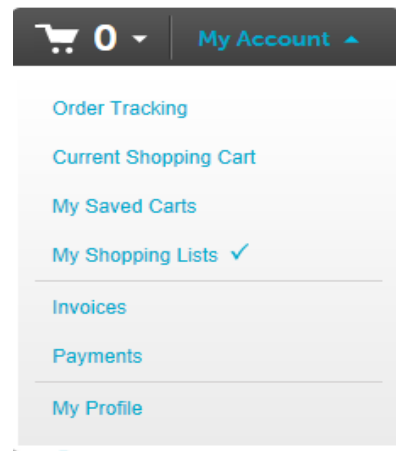
PRODUCTS ▾ search 🔍

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[Register or Login](#)

0 ▾ [My Account](#) ▾

3. Use your username and password from last year.
Username: first initial last name fcsd – no spaces at all (ex:strombleyfcsd)
Password: same as last year
**** If you are a new teacher:
Username: as above
Password: **welcome123**
You must create a new password.
4. Search for products, change quantities, Add to cart
5. To see what is in the cart, click on the top right corner to view cart/checkout
6. Save Cart (if not checking out right away)
7. Only have 1 cart (1 order). After you log in, click on MY ACCOUNT then choose MY SAVED CART to add to existing order



8. When ready to check out, put #1 in the PO section
9. Proceed to Checkout
10. Submit order
11. Print a copy of the order to turn in to your Building principal to review.
12. Log out