



Quick Start Guide

WHAT'S YOUR ACTIVE?

How to create your user account in the WebStore

It is not necessary to create an account to browse through the store; however, everyone who wishes to purchase something must have a user account.

To learn more about how to access or create your account, click the appropriate option:

- [I am a student at this school.](#)
- [I am a member of the faculty/staff at this school.](#)
- [I am a parent/guardian with one student at this school.](#)
- [I am a parent/guardian with multiple students at this school.](#)
- [I am a member of the community or Alumni.](#)

Note: If you are a student or a member of the faculty/staff at this school, your user account has already been created.

Student Accounts in the WebStore

1. Your username is your Student ID number. If you are reading the student number from an ID card and it has leading zeros, do not include the zeros. For example, if your student number is 0001234, just type 1234.
2. The default password is the student's first initial and last name. After you have logged in, you can change your password.

Default Password Examples:

Suzy Smith = ssmith
Suzy Smith-Santos = ssmith-santos
Suzy Smith Santos = ssmith santos

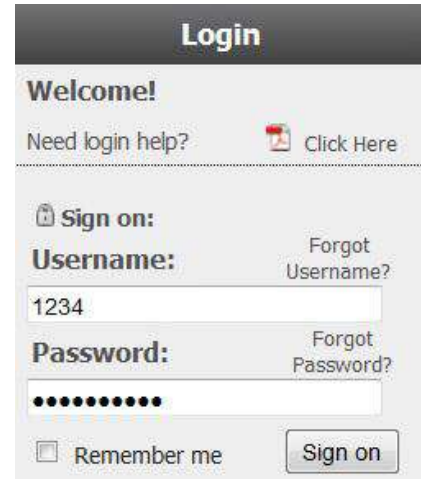
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Faculty/Staff Accounts in the WebStore

1. Your username is your Faculty/Staff ID number. If you are reading this number from an ID card and it has leading zeros, do not include the zeros. For example, if your ID number is 0001234, just type 1234.
2. The default password is your first initial and last name. After you have logged in, you can change your password.

Default Password Examples:

Suzy Smith = ssmith
Suzy Smith-Santos = ssmith-santos
Suzy Smith Santos = ssmith santos

A screenshot of a web login form. At the top is a dark grey header with the word "Login" in white. Below the header is a light grey area with "Welcome!" in bold. Underneath, there's a link "Need login help?" with a small icon and a "Click Here" link. A horizontal dotted line separates this from the sign-on section. The sign-on section has a lock icon and the text "Sign on:". Below that are two input fields: "Username:" with a "Forgot Username?" link and a text box containing "1234"; and "Password:" with a "Forgot Password?" link and a text box filled with black dots. At the bottom left is a checkbox labeled "Remember me" and at the bottom right is a "Sign on" button.

Note: Your school may import faculty and staff information differently. If this does not work, please contact the WebStore administrator at your school.

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Parent/Guardian with one student in the WebStore

1. To login to your student's account, the username is your Student's ID number. If you are reading the student number from an ID card and it has leading zeros, do not include the zeros. For example, if your student's number is 0001234, just type 1234.
2. The default password is your student's first initial and last name. After you have logged in, you can change your password.

Default Password Examples:

Suzy Smith = ssmith
Suzy Smith-Santos = ssmith-santos
Suzy Smith Santos = ssmith santos

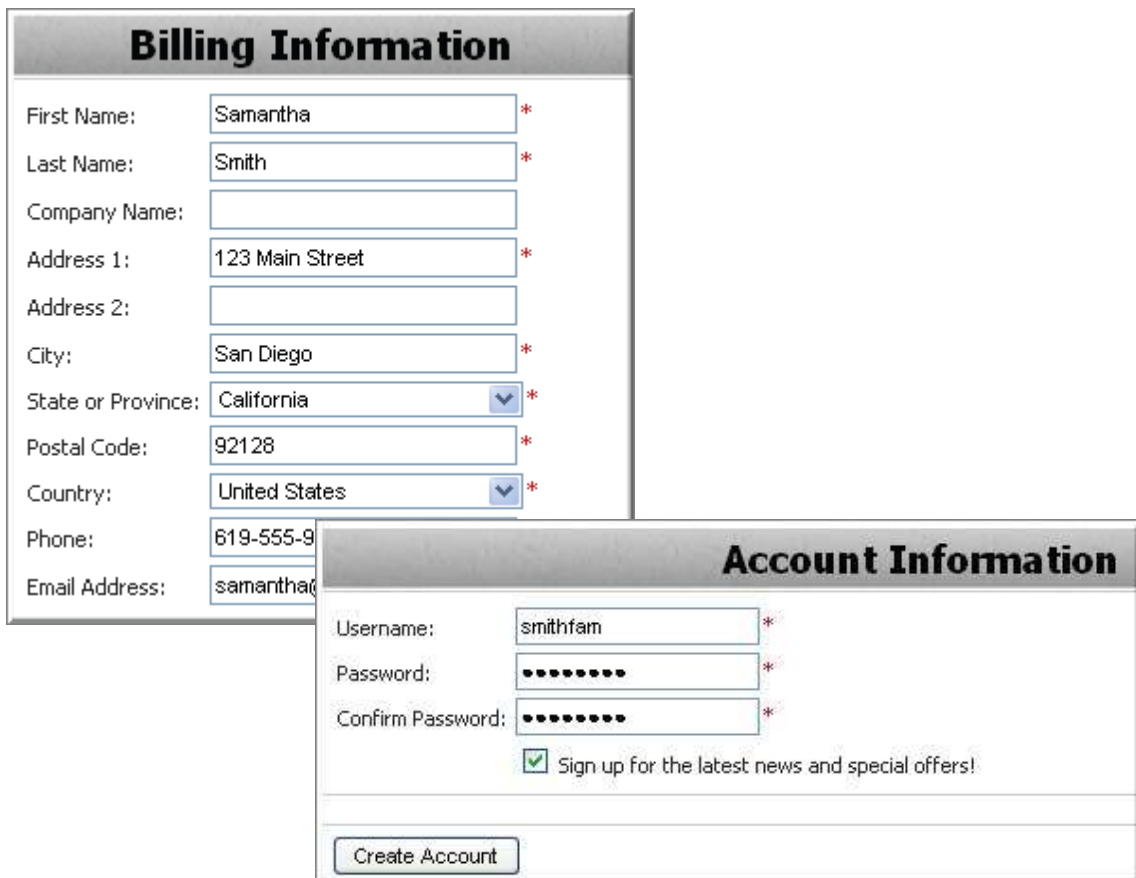
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Parent/Guardian with multiple students in the WebStore

1. If you have multiple students at this school, you may create an account for yourself and then link all of your students to that account. To create an account, click “My Account” in the top menu bar.



2. On the next page, enter your Billing Information and create a username and password. Click on “Create Account.”



The image shows two overlapping web forms. The top form is titled "Billing Information" and contains the following fields: First Name (Samantha), Last Name (Smith), Company Name (empty), Address 1 (123 Main Street), Address 2 (empty), City (San Diego), State or Province (California), Postal Code (92128), Country (United States), Phone (619-555-9...), and Email Address (samantha@...). The bottom form is titled "Account Information" and contains: Username (smithfam), Password (masked with dots), Confirm Password (masked with dots), a checked checkbox for "Sign up for the latest news and special offers!", and a "Create Account" button.

Parent/Guardian with multiple students in the WebStore (continued)

3. After receiving a message that your account was successfully created, you will see a message stating that many items in this store can only be purchased by or for students who are enrolled in this school. At this point, you have the option of adding students to your account so that you can purchase “Customer Required” items. Click on “Yes, add student to my account.”

Yes, add student to my account.
No, return to previous page.

4. You will be redirected to the Students tab in the My Account Section. Click on “Add Student.” Enter the student’s information and click on “Update Student Entry.”

➤ Add Student

Hint - Student information is initially uploaded to the WebStore in the following manner:

1. Student ID Number - For example, 123456 or 00123456
2. Password - First initial, Last Name - For example, the password for Sally Smith is ssmith

Student ID Number:

Password:

5. You will then receive a message saying the student was successfully added. Now you will be able to purchase “Customer Required” items for this student.

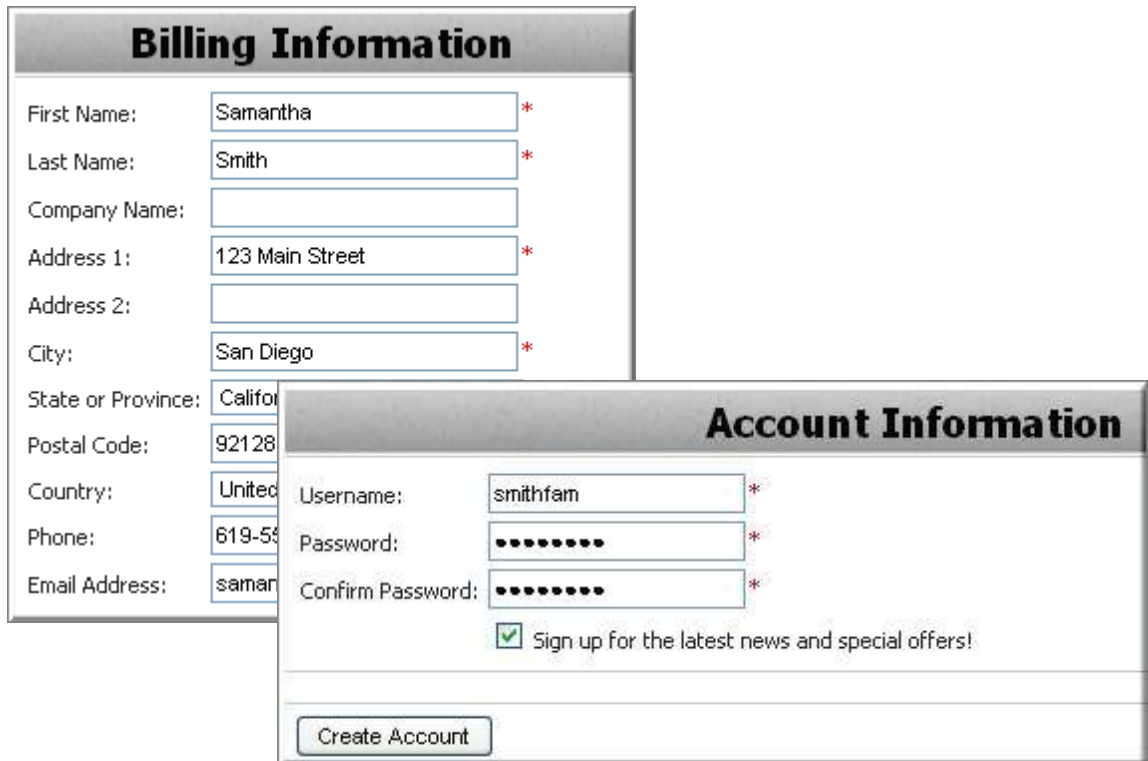
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Community Member cf 5`i a b]in the WebStore

1. Community members need to set up an account before making purchases. To create an account, click “My Account” in the top menu bar.



2. On the next page, enter your Billing Information and create a username and password. Click on “Create Account.”
3. You will receive a message saying your account was successfully created. That’s it!



Note: Some items on the store may only be available for purchase by students that are currently enrolled in the school.

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