



## INSTRUCTIONS FOR USING THE BOOKSTORE

K12 Student Direct is the official partner of your school in the operation of its bookstore. The following is a guide to navigating the online bookstore.

Go to [www.K12SD.com](http://www.K12SD.com). Note: Please make sure your browser is up to date to ensure proper functioning.

### SETTING UP AN ACCOUNT

1. Choose 'sign up' on the left of the page. Select whether to set up a student or parent account. Parent accounts are able to set up multiple student accounts under their own.
2. Type in a short version of your school name (example: If your school is "Walt Whitman Preparatory School" just "Walt" will suffice). Choose the state in which your school is located and click Search. Select the checkbox next to your school and click 'Next'.
3. Please follow the steps to enter your name and other required information. It's recommended that student accounts include a school ID. The ID will be used to match you to your list of assigned courses, if this info has been provided by your school.
4. You will receive an email from support@k12sd.com asking you to confirm the account. You must do so to move forward. If you don't see an email, please check your junk and spam folders or contact us.
5. Parents: after confirming set up of your account, you will be able to set up students under your account. This enables you to pre-populate courses from multiple students.

### FIND YOUR COURSE MATERIALS

If a match was found for your ID, the list of courses to which you're assigned will appear in MY COURSES. You may also search for courses and materials individually. Add items to your cart one-at-a-time by selecting ADD TO CART or as a group by choosing ADD SELECTED ITEMS TO CART. You can get to the cart by selecting the SHOPPING CART button in the upper right portion of the screen.

### CHECKOUT PROCESS

1. After reviewing the details of the items in your Shopping Cart, select CHECKOUT.
2. Complete shipping contact and address and select a delivery method. Most orders shipped ground to addresses in the Northeast will arrive within one business day following processing.
3. On the next page, review the details of your order and choose a payment method, filling-in the appropriate fields. Once you are confident in your order, select to CONFIRM PURCHASE.
4. A confirmation page will be displayed for the order and emailed to you. Please note your Order Number. Orders placed by credit card will be processed right away. If you choose to pay via cashier's check or money order as your payment method please note that your order will be held until payment is received. Personal checks are not accepted.

Additional info, including how to make returns and frequently asked questions can be found [on the website](#).

### HAVE QUESTIONS?

Contact K12 Student Direct:  Call: (877) 560-2651

 Email: support@k12sd.com