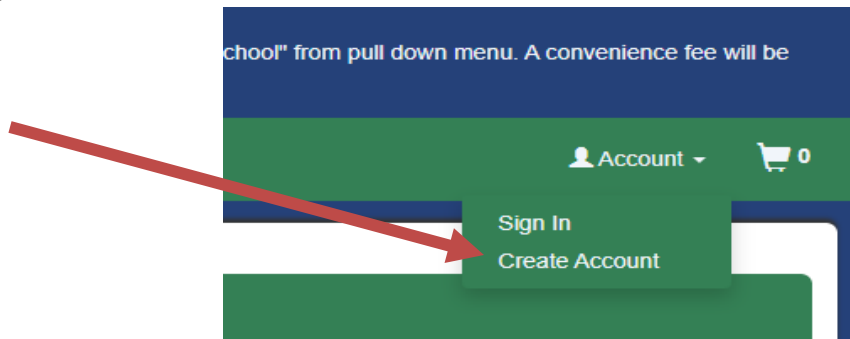


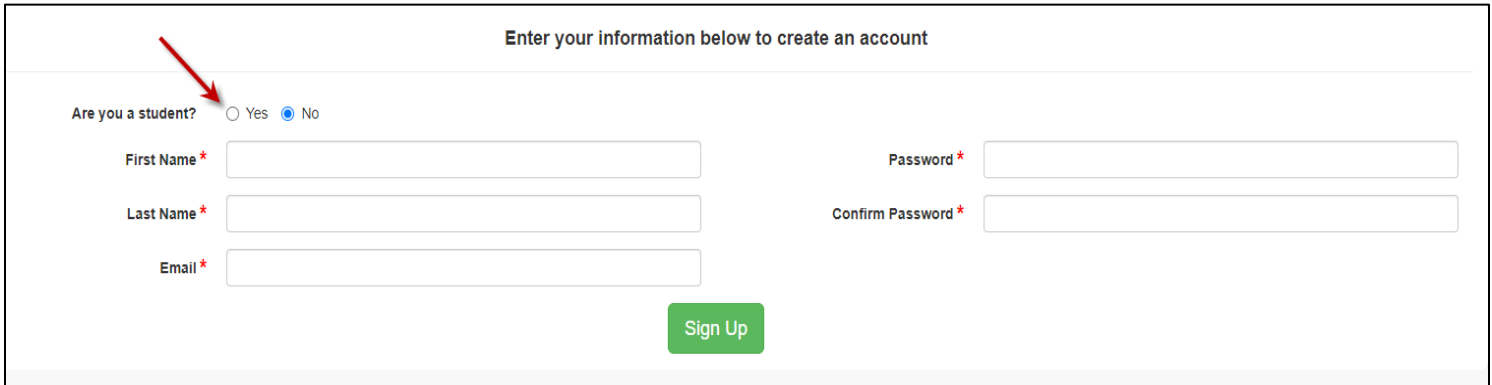
Step by step instructions for the Community Webstore

New District Webstore! Make purchases from several schools and pay from one **cart!** 

1. First, you **must** create an account

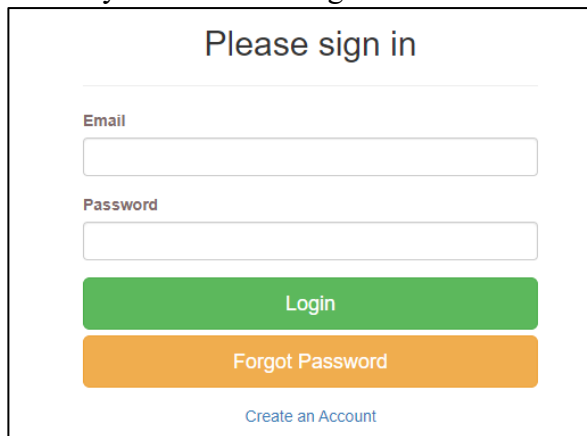


Fill in the information requested and click on the **Sign Up** button. The email you enter here will become your login name. Parents, click NO when asked if you are a student. You will be able to add your students to your account once it's created.

A screenshot of the account creation form. The title is "Enter your information below to create an account". The form includes a question "Are you a student?" with radio buttons for "Yes" and "No". The "No" option is selected. Below the question are three input fields: "First Name *", "Last Name *", and "Email *". To the right of these are two more input fields: "Password *" and "Confirm Password *". At the bottom center is a green "Sign Up" button. A red arrow points to the "Are you a student?" question.

After you click the Sign Up button, a link will be sent to the email address you entered. **Click the link or copy and paste the link in the address bar** of your browser. *Please use the same browser (Chrome preferably) for all steps in the setup process.* Please avoid using your phone for this process.

Use the email and password you entered during "Create An Account" to log in.

A screenshot of the login page. The title is "Please sign in". It features two input fields: "Email" and "Password". Below the "Password" field is a green "Login" button. Below the "Login" button is an orange "Forgot Password" button. At the bottom, there is a blue link that says "Create an Account".

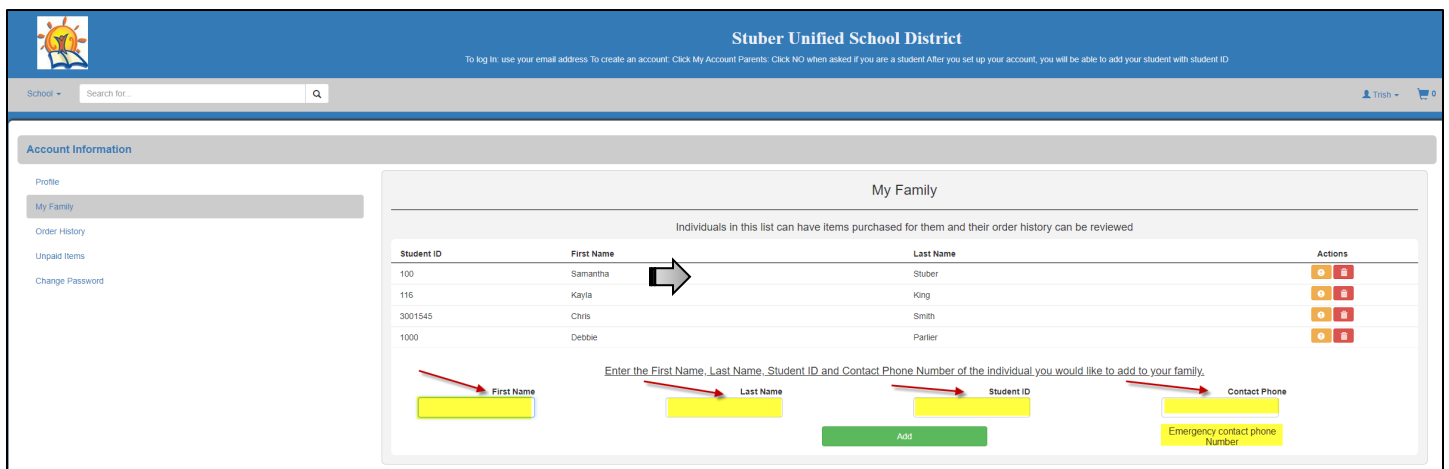
Once signed in, **if you are a parent**, you can add your student(s) to your account by clicking on “My Family” to the left (this is the opening page for every user). You’ll need to add your currently enrolled student(s) to purchase certain items such as dance tickets, spirit wear, yearbooks, etc.

You must know your student’s ID number.











The screenshot shows the 'Account Information' page. On the left, a sidebar menu includes 'Profile', 'My Family', 'Order History', 'Unpaid Items', and 'Change Password'. A yellow arrow points to the 'My Family' link. The main content area is titled 'Profile Information' and contains a form with the following fields: 'First Name' (Annette), 'Last Name' (Bunnell), and 'Email' (abunnell@slcUSD.org). There are 'Update' and 'Reset' buttons at the bottom right.

The screenshot below shows the “My Family” page. To add your student(s), type in their first name, last name, student ID number and then click **Add**.



The screenshot shows the 'My Family' page. At the top, it says 'Stuber Unified School District'. Below the header, there is a search bar and a 'School' dropdown menu. The main content area is titled 'My Family' and contains a table of existing students. Below the table, there is an 'Add' form with fields for 'First Name', 'Last Name', 'Student ID', and 'Contact Phone'. A green 'Add' button is located below the form. A yellow box highlights the 'Emergency contact phone Number' field.

Student ID	First Name	Last Name	Actions
100	Samantha	Stuber	 
116	Kayla	King	 
3001545	Chris	Smith	 
1000	Debbie	Parler	 

2. Once your student(s) have been added, use the drop down menu “**School**” (from the Home page) to select their individual schools’ Webstore items. To change schools, click on the PUSD logo in the upper left to return to the Home page and use the “**School**” dropdown again.



The screenshot shows the 'Poway Unified School District' website. At the top, there is a logo and the text 'Poway Unified School District'. Below the header, there is a search bar and a 'School' dropdown menu. The dropdown menu is open, showing a list of schools: 'Del Norte High School', 'Mt. Carmel High School', 'Poway High School', and 'Rancho Bernardo High School'. A yellow arrow points to the 'School' dropdown menu. Below the dropdown menu, there is a 'Schools' section with a list of schools: 'Del Norte High School', 'Mt. Carmel High School', 'Poway High School', and 'Rancho Bernardo High School'.