Go to **www.K12SD.com**. Upon arrival at the site, you will be asked to set up an account or log in.

SETTING UP AN ACCOUNT

1. Choose 'sign up' on the left of the page

2. Set up a parent account. You will have the opportunity to set up multiple student accounts under your own.

3. 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. You will be presented with a list of matching schools. Select the checkbox next to your school and click 'Next'.

4. Please follow the steps to enter your name and other required information. Student accounts should enter a school ID if your school is utilizing Student Course Connect. The ID will be used to match you to your list of assigned courses. This info will be provided by your school before the online bookstore goes live on July 6th.

5. You will receive an email from K12 student direct to confirm the account. You must do so to move forward. Please make sure that you're set up to receive emails from support@k12sd.com and if you don't see an email, please check your junk and spam folders or contact us.

6. 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.

K12 student direct
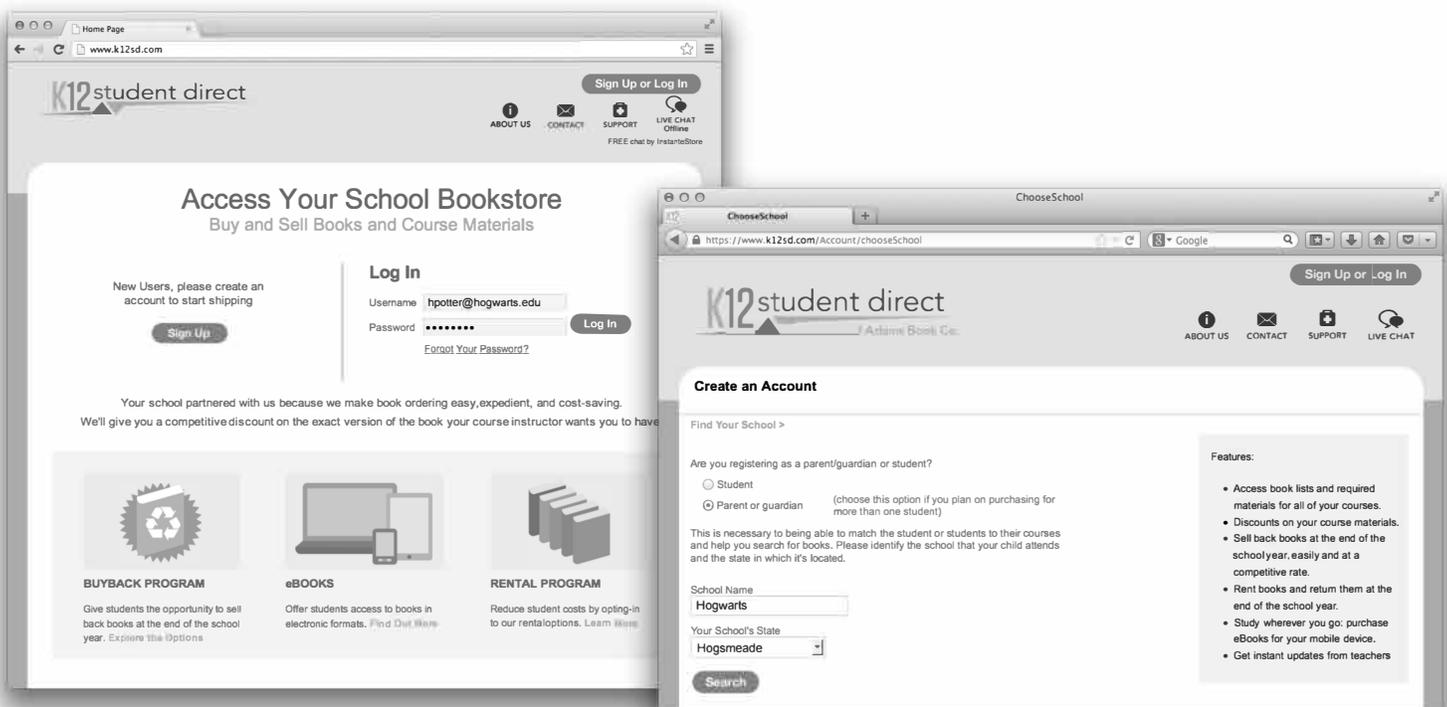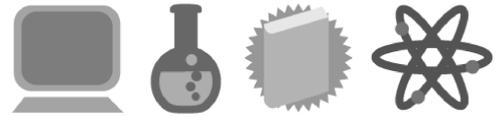
🔍 SEARCH FOR COURSES

There are three ways to search for your materials:

1. **View Your Courses** *and* **MY COURSES**
   You can use this area to store and save courses that you're taking. If your school has provided your course registration records and you have provided your ID, the courses that are assigned to you will automatically appear here.

2. **Search by Course** *and* **SEARCH COURSES**
   If you want to search one item at a time, you can always search an item title.

3. **Search by Item**
   If you want to search one item at a time, you can always search an item title.

ADDING ITEMS TO YOUR SHOPPING CART

There are two ways that you can do this. If you are looking at a list of items assigned to a course, you can check each item that you want to purchase (or uncheck the ones that you don't want) and then select the **Add Selected Items to Cart** button at the bottom of the page.

Or you can add each item, one at a time, but using the **Add to Cart** button.

If you want to find all of your courses first and then add the items in bulk to your shopping cart, you can select the **Add to My Courses** button when you're viewing a course. This will put the course and the list of items assigned to it in **MY COURSES**. You can then add all items to the cart at once.

🛒 REVIEWING YOUR SHOPPING CART

You can also get to the cart by selecting the SHOPPING CART button in the upper right portion of the screen.

🛒 SHOPPING CART: 5 items | $49.70
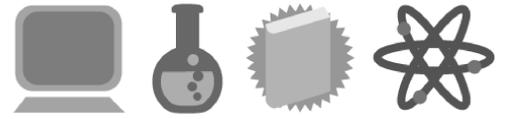
CHECKOUT PROCESS

Checkout is designed to be simple and straightforward, minimizing the number of steps required.

1. After reviewing the details of your cart, select "Checkout."

2. If you are a parent ordering digital books on behalf of multiple students, you will encounter a screen asking you to assign each title to a student. This is so that we can accurately set up access credentials and assign each book to the appropriate student's eLibrary.

3. **Shipping Information:** Fill-in the shipping contact and address and select a delivery method. Select Save and Continue.

Payment Method
Please select one:

> Credit Card | Cashier's Check

Credit Card Number

Name On Card

Security Code/CVV ___ (3 or 4 digitals on Card)

Expiration 01 ⇕ 13 ⇕

4. **Order & Payment:** Review the details of your order. Then choose a payment method and fill-in the appropriate fields related to that method. Once you're satisfied, select to Confirm Purchase.

5. The order detail confirmation page will be displayed and a summary emailed to you. Please note your order number as this will be used to contact K12 Student Direct should you have any issues. Credit card payments will be processed right away, but cashier's check or money order payments will be processed and shipped upon receipt of payment. If you are using one of the later methods, please make check payable to:

> Adams On Line
> 140 58th Street, Unit 6G, Box 39
> Brooklyn, NY 11220

Please note that personal checks are not accepted.

↻ RETURNS

Students have fourteen (14) days from the school's course drop/add date to return books. If your school doesn't identify a drop/add date, you will have thirty (30) days from the first day of classes to return the book. Books returned for a refund must be in new condition. A book with writing in it will be considered used regardless of the condition it was purchased in.

For more information on returns, please view our policy and instructions on the website.