# K12 student direct

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 if signing up for a parent or student account. **Current students in grades 10-12 will already have accounts, so simply log in and skip to step 7.**

2. If you are a parent, 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: For Bishop Stang High School, just "Bishop" 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 (sent via email)**.** The ID will be used to match you to your list of assigned courses. If there is a discrepancy in your courses, please contact Mrs. Healey at chealey@bishopstang.org.

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@kl2sd.com, and if you don't see an email, please check your junk and spam folders.

6. Parents: after confirming the setup of your account, you will be able to setup students under your account. This enables you to pre-populate courses from multiple students.

7. Since your school has provided your course registration records and you have provided your ID, the courses that are assigned to you will automatically appear under 'View My Courses' or 'My Courses.'

# 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 Cartt' button at the bottom of the page.

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

**\*\*\*Be sure to check what you are purchasing. Many courses offer the option of digital texts versus traditional textbooks. You need to unselect the format you do not want.\*\*\***

# 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." ***Please be sure you have selected any fee(s) associated with your child's course(s). These are for labs and/or materials. Failure to select and pay the fee(s) at the time of purchase or by September 15, 2018 will result in a $25 late payment charge in addition to the class fee(s).***

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 Adams can accurately set up access credentials and assign each book to the appropriate student's e-Library.

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

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 Online
   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 k12 student direct website.