



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 will be prompted to change your password.

Default Password Examples:

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

3. On login, your account information will show. This information is auto-populated based on what your school has on file.

If this information is incorrect, or missing, you can add it to your account, however please be sure to contact your school to make sure their records are up to date.

Note: Pay close attention to your email address! If it is not correct, you will be unable to reset your password in the future without contacting your school to update the email address on file.

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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 will be prompted to change your password.

Default Password Examples:

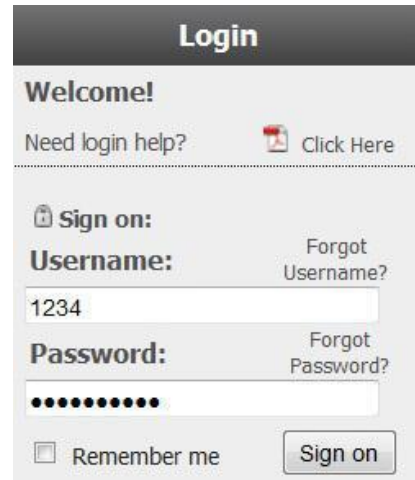
Suzy Smith = ssmith
Suzy Smith-Santos = ssmith-santos
Suzy Smith Santos = ssmith santos

3. On login, your account information will show. This information is auto-populated based on what your school has on file.

If this information is incorrect, or missing, you can add it to your account, however please be sure to contact your school to make sure their records are up to date.

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

Pay close attention to your email address! If it is not correct, you will be unable to reset your password in the future without contacting your school to update the email address on file.

A screenshot of a web login interface. At the top is a dark grey header with the word "Login" in white. Below the header is a light grey area with the text "Welcome!". Underneath, there is a link "Need login help?" with a red document icon and the text "Click Here". A horizontal dotted line separates this from the login form. The form has a "Sign on:" label with a lock icon. It contains two input fields: "Username:" with the value "1234" and "Forgot Username?" to its right; and "Password:" with a masked password of ten dots and "Forgot Password?" to its right. At the bottom of the form are a checkbox labeled "Remember me" and a "Sign on" button.

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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 will be prompted to change your password.

Default Password Examples:

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

3. On login, your account information will show. This information is auto-populated based on what your school has on file.

If this information is incorrect, or missing, you can add it to your account, however please be sure to contact your school to make sure their records are up to date.

Note: Pay close attention to your email address! If it is not correct, you will be unable to reset your password in the future without contacting your school to update the email address on file.

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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.”

Billing Information	
First Name:	<input type="text" value="Samantha"/> *
Last Name:	<input type="text" value="Smith"/> *
Company Name:	<input type="text"/>
Address 1:	<input type="text" value="123 Main Street"/> *
Address 2:	<input type="text"/>
City:	<input type="text" value="San Diego"/> *
State or Province:	<input type="text" value="California"/> *
Postal Code:	<input type="text" value="92128"/> *
Country:	<input type="text" value="United States"/> *
Phone:	<input type="text" value="619-555-9"/>
Email Address:	<input type="text" value="samantha@"/>

Account Information	
Username:	<input type="text" value="smithfam"/> *
Password:	<input type="password" value="....."/> *
Confirm Password:	<input type="password" value="....."/> *
<input checked="" type="checkbox"/> Sign up for the latest news and special offers!	
<input type="button" value="Create Account"/>	

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 or Alumni 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!

Billing Information	
First Name:	<input type="text" value="Samantha"/> *
Last Name:	<input type="text" value="Smith"/> *
Company Name:	<input type="text"/>
Address 1:	<input type="text" value="123 Main Street"/> *
Address 2:	<input type="text"/>
City:	<input type="text" value="San Diego"/> *
State or Province:	<input type="text" value="Califor"/>
Postal Code:	<input type="text" value="92128"/>
Country:	<input type="text" value="United"/>
Phone:	<input type="text" value="619-55"/>
Email Address:	<input type="text" value="saman"/>

Account Information	
Username:	<input type="text" value="smithfam"/> *
Password:	<input type="password" value="....."/> *
Confirm Password:	<input type="password" value="....."/> *
<input checked="" type="checkbox"/> Sign up for the latest news and special offers!	
<input type="button" value="Create Account"/>	

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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