STUDENT SITE INSTRUCTIONS

Welcome to Student Direct. Our online bookstore has taken on a new look, but it is just as simple as ever to use. The website will walk you right through the procedure for registering (new customers) and ordering. However, you should refer to these instructions if you need some help along the way.

ENTER THE STUDENT DIRECT WEB SITE

1. Log in to http://www.k12studentdirect.com/
2. You are now in the Student Direct Home Page.

FIRST TIME SHOPPERS (If you have never ordered from us before)

Login

1. Enter the School Login Code: lawrence and School Password: academy

2. Click Login.

You will only need to enter the School Login Code and School Password the first time you enter. Each subsequent time you enter, you will use your own personal User ID and Password under RETURNING SHOPPERS. You will be prompted to create your own personal User ID and Password in the Create Your Account pages.

Create Your Account

Step 1 - Click Continue if your school name appears.
Step 2 - Enter the email address you would like k12studentdirect.com to use when contacting you. Click Continue.
Step 3 - In this screen you will create your own personal User ID and Password.

Please write down your User ID and Password and keep them in a safe and convenient location.
Student User ID - Create your own User ID. We suggest that you use your email address.

Password - Create your own Password. Your Password must contain at least four characters.

Re-enter Password - Re-enter your Password to confirm its accuracy.

Password Reminder Question - Please enter a question or phrase (such as "My sister's name"), which we will use to confirm your identity in case you forget your password.

Password Reminder Answer - Please enter the answer to the above question. You will be prompted to provide this answer if you forget your password and are attempting to retrieve it.

Graduation Year - Click on the blue 'drop down box' and select the year you plan to graduate.

1. Click Continue.

Create Address

1. Here you are asked to enter your home address. Please fill in all required fields.
2. Click Continue. You will be shown the address as you have entered it and will be given the opportunity to edit it. To edit the address, simply choose the address by clicking on the corresponding circle in the Select column then click Edit.
3. When you have finished entering your home address, click Continue.

Payment Information

1. Please select a payment method from the drop down list.
   Credit Cards - Our site currently accepts American Express, Visa and MasterCard. Select the card you will be using. Enter your card number, the name on the account (as it appears on your card), and the expiration date. Your credit card charge will be from Adams On Line.
2. Click Continue. You will be taken to the Search For Course Materials page.
3. If you choose to select a payment method later in the process, you may click Continue without designating a payment method. This will take you to the Search For Course Materials page. You may select your course materials at this point, but you will be prompted to complete the Payment Information page before your order is placed.

Search For Course Materials

On this page you will locate the courses you are taking. You have several search options.
Please be sure to check the message area of this page for a message from your school. The message area on this page is located directly beneath the words Search For Course Materials.

Search Options:

Course Code - Here you can enter a course code (if supplied by your school). Click Search to be taken to the Course Items page for this course.

Additional Search Options - These are the methods for searching for your courses if you do not have Course Codes to enter above. You may choose from the Course, Teacher, or Department by selecting an item in the 'drop down box'. (These fields will reflect the information entered by your school administrator). (Lawrence Academy does not use the Grade drop down option) You may also enter the Course Title. Once you have made a selection, click Search.

Alternative Search – Simply click “SEARCH” at the bottom left of this page and Lawrence Academy’s full course offering appears. Check off your scheduled courses and your full purchase requirements will appear.

IMPORTANT – For most English courses and Course 601 - U.S. History, be certain to select the correct course offered by your teacher. Most other courses use identical books among different teaching classes.

Course Items

This page will display the School Name, School Term, Department, Course, and Teacher so that you may confirm you are looking at the correct course.

Below this information will appear a list of all required books for this course as entered by your school.

Please be sure to check for messages for the course selected. The message will be located between the book information and the Add Items To Cart button.

For each book listed you will see Title, Publisher, Copyright/Edition, Type, Quantity, and Price. All books will initially show a quantity of '1'. If you do not wish to order a book listed, click in the Quantity box and change the quantity to '0'.

Once you have entered the quantity for each book, click Add Items To Cart. If you do not wish to order any of the titles for the selected course(s), click Modify Search to return to the Search for Course Materials page and enter your next course.
Shopping Cart

This page displays all items you have chosen to place in your cart for purchase. This page appears each time you add items to your cart. To view this page you may also click on Cart on the gray bar on the left side of the page.

Update Cart - If you wish to change the quantity of an item in your cart, you may do so by simply clicking in the appropriate Quantity box, changing the quantity and clicking Update Cart. You may remove items from your cart by changing the quantity to '0' and clicking Update Cart.

Place Order - Click here once you have finished shopping or if you want to review your order. This will take you to the Review Order page.

Continue Shopping - This will return you to the Search For Course Materials page.

Last Search Results - This will return you to your last Course Items page.

Review Order

This page displays billing and shipping information, books ordered, book prices, shipping charges, and the total cost of the order. You may edit the Billing Address, Shipping Address or Payment Method at this point. Please be sure that all information entered here is accurate. Check this information for accuracy each time you place an order.

To Edit Billing or Shipping Address- Simply click on Select from Address Book to the right of the address displayed. Here you can add addresses to your Address Book, edit existing addresses, and choose the appropriate billing and shipping address for the current order being placed. **IMPORTANT – International Students and those arriving via air travel, ship to Lawrence Academy.** **DAY Students and Local Boarders, ship to home address.**

To Edit Payment Method - If you have not selected a payment method, please do so by clicking the Edit Payment Method button. This will take you to the Payment Information page. Enter your payment information and click Continue.

Shipping Method - Select the desired shipping method and click Recalculate. Review the information under Order Detail as your shipping charges vary depending on the shipping method you have chosen.
The number of days listed next to each shipping method include up to 2 days for order processing depending on the time of day your order is received. Any orders received after 5:00pm EST may incur an additional day processing time.

If you are placing your order more than 2 weeks prior to the start of school, you can save money by using Ground Delivery. If you order 2 weeks or less prior to the start of school and select Ground Delivery, we cannot guarantee that you will receive your books by the start of classes.

Note: Shipping times are based on the assumption that the book you are ordering is available for immediate shipment. There may be circumstances where a book is temporarily "out of stock".

Submit Order

Review all the information on the Review Order page. Once you have determined that all the information is correct, click Submit Order. This will display the Order Confirmation page.

The Order Confirmation page will include your order number. Please make a printout of this page for your records. This completes your order.

Thank you for using Student Direct. If you have any problems or questions, please call (877) 560-2651 or click on Contact Us for more contact information.