

# Salpointe Catholic H.S.

## Online Bookstore Ordering Instructions

### Before you begin ...

You will need your **class schedule** from the school. If you sold your old books back to ESCO, you will need the **certificate number** from the bottom of your buyback form.

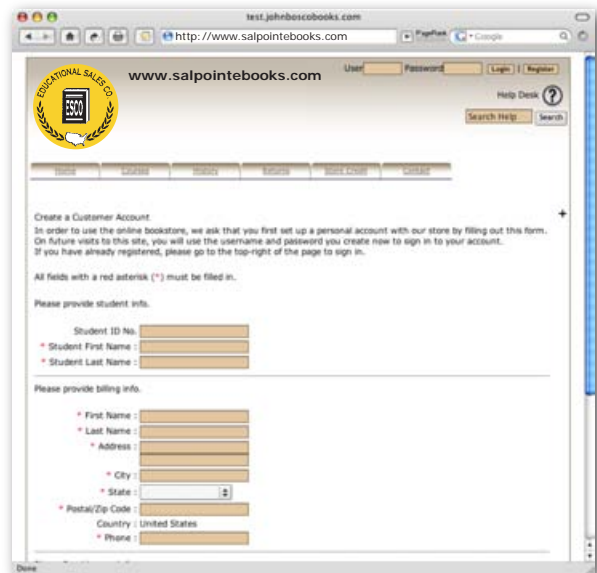
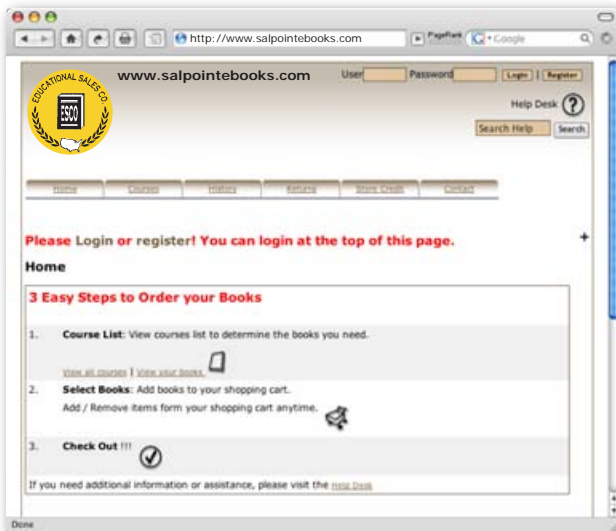
If you have any questions about the ordering process, please email [service@classroomreading.com](mailto:service@classroomreading.com)

## 1 In your web browser, go to [www.salpointebooks.com](http://www.salpointebooks.com)

The website will be available on a date announced by your school.

## 2 On your first visit, enter your registration information

Click on the text “**Please login or register**” to enter the registration screen. Remember the username and password you choose -- you will use them to log in to the site on later visits.



## 3 Select your courses from the Course List

After you have registered/logged in, click on the “Courses” tab near the top of the page.

This will take you to a list of departments and courses.

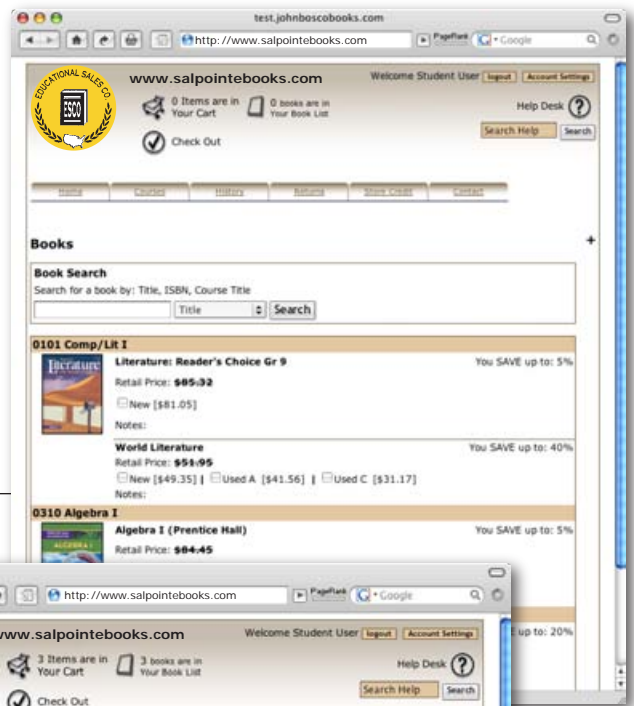
Within each department, check the boxes next to all your courses, and click the Submit button at the bottom of the page to proceed to the next screen.



## 4 Select the books you want

After you chosen your courses, you will see a list of books required for your courses. If there are used books available, you will see the used copies available at lower prices.

Check the checkboxes next to the books you want to purchase, and then click on the button at the bottom of the screen reading “Add to Cart.”



## 5 Review your order

After adding books to your cart, you can review your order and modify or delete quantities in the shopping cart screen.

You can view this screen at any time by clicking on the shopping cart icon on the top of the screen. If you need to add other books, return to the Course List. When everything you need is in your cart, click the text “Continue with Check Out.”



## 6 Check out

During the check out process, you will see series of screens to complete your order:

- Choose your payment method (*Visa/Mastercard or payment by mail*)
- Enter your Billing/shipping addresses (*Shipping must be a physical address — UPS will not ship to P.O. boxes*)
- If you sold books back to ESCO, enter the Certificate Number from your buyback form to receive your discount credit for your books (*You can view the details of your buyback credit by clicking the “Credit” tab.*)

**IMPORTANT:** Be sure to proceed through all the steps until your order has been submitted. You will know you are done when you get to a receipt screen with your order number, which will begin with a 3-letter code. If you entered an email address, you will also receive a receipt via email.

