SchoolSales.nsd.org (TouchBase) Login Instructions

Touchbase is the system which Northshore uses for transactions, including paying fines/fees, purchasing parking tickets, ASB cards, Sports, Theater tickets, Yearbooks, etc. Instructions for logging on and purchasing copies of North Creek’s UpRoar Magazine are below.

Most often, parents establish an account if they have students in the NorthShore School District, and they can log in and purchase things. However, you can also establish a guest account if you are not a NorthShore parent and wish to purchase something.

**STEP 1:** Log in at schoolsales.nsd.org.

A. If you have an account already, fill in your user id and password and click **Sign In**.

B. If you are **not** a parent and would like to purchase something, choose **CLICK HERE to create a non-NSD parent guest login**. You will then fill out the information to create a new account (the top part is shown below).

After you finish and click **Sign Up**, it will log you in.
STEP 2: Find UpRoar Magazine to purchase.

A. Choose to Shop for **Items at All Schools**.

B. In the following screens, choose HIGH SCHOOL, then NORTH CREEK, then UPROAR MAGAZINE.

C. It will show you two options for purchasing (magazine only, or magazine + $5 donation to the UpRoar organization), as well as paying to have them mailed to someone. Local deliveries will be free.

Fill in the quantity of magazines you’d like under one of the two options, and click on **Buy**. If you need any of them to be shipped, fill out how many you need shipped next to POSTAGE, and click **Buy**.
D. Go up to the top right of your screen and you will see your shopping cart. Click on Check Out.

STEP 3: Verify and Pay

A. Verify your order, make changes if necessary, then click on the blue button at the bottom right.
   a. If you did not purchase postage, it will say Checkout at the bottom right.
   b. If you did purchase postage, you will see that there is another step to do before you pay. You’ll need to click Checkout Step 1: Additional Info.

Then it will give you a screen to fill out the address you want the magazine sent to. If you have purchased more than one it will ask you to fill out one for each mailing. Please remember to fill out the entire address (name, street, city, state and zip code).

B. Fill in your credit card payment information, and click on Pay Now after clicking the “I'm not a Robot” checkbox. Your order should be finalized!