



Cart/Requisition Retrieval: This process allows your school's teachers to create shopping carts that can be retrieved, reviewed, and approved by the administrator in Skyward! The process is simple, secure, and no orders can be processed without review and approval. Instructions for teachers to create carts for your approval are below.

Quick Instructions ~ Teacher Requisition

A **video** of the process is linked here: <https://vimeo.com/schoolspecialty/review/398849884/071d5bf971>

Enter Cart Requisition:

- Go to: <https://select.schoolspecialty.com>
- Enter your Username and Password, click **LOG IN**
 - **Username:** sanbenito-staff
 - **Password:** order123 (case-sensitive)

Returning Customers

Username:

Password:

[Forgot Username?](#)
[Forgot Password?](#)

LOG IN

- If requested, please enter or Select your email address to identify yourself. Click **Confirm**

Welcome!

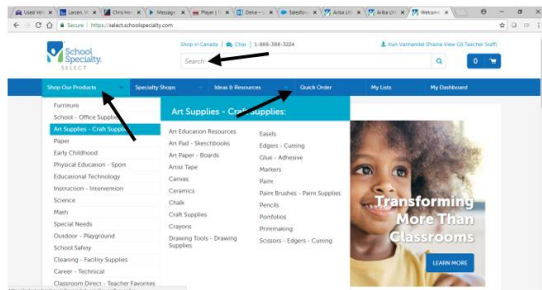
You have logged in with a shared user account. Please provide your email address to identify your lists, orders, carts and quotes.

Email Address:

CONFIRM

Choose your option to start your Requisition: 3 easy ways to shop:

1. Search by Key words under the **Search** window
2. **Shop our Products**
3. Already know your item number? **Quick Order**



From the **Shopping Cart** screen:

- **Location:** Choose your location
- **Attention:** Enter your name, email, phone, and click **Save Attention Details**.
- **Approver Email:** Enter the email address of who will retrieve your cart into Skyward. (Example: Your school secretary/bookkeeper)
- If you are not finished and would like to save to complete later, Click **SAVE CART**
- If your cart is complete and you would like to submit for approval, Click **SUBMIT FOR APPROVAL**.
- **Important!** Confirm your order did not receive any error messages and have received a message back confirming "Your order has been submitted."
- Your cart will route automatically to the retrieval queue and an email will be sent to the address you indicated.
- **Important!** Click your name in the upper right corner of the screen and click **SIGN OUT**. (this will ensure your login will not interfere with other connections)

The screenshot displays the 'Shopping Cart' interface with the following sections:

- Location:** A dropdown menu showing 'ECOMMERCE TEST SCHOOL DISTRICT, W6316 Design Dr, SCHOOL DISTRICT'. Below it, the address is listed: 'ECOMMERCE TEST SCHOOL DISTRICT, W6316 Design Dr, SCHOOL DISTRICT, Greenville, Wisconsin 54942-8404, United States'. A '+ Add Address' link is visible in the top right.
- Attention:** A section with a green asterisk and 'Required Field' label. It contains four input fields: 'First Name *', 'Last Name *', 'Email *', and 'Phone'. The 'Email' field contains 'emailaddress@email.com'. Below the phone field is a 'Save Attention Details' link. Two black arrows point to this link and the 'Last Name' field.
- Approver Email:** A single input field containing 'emailaddress@email.com'. A black arrow points to this field.
- Next Step:** A section with the text 'You may need approval for this order.' and two buttons: 'SAVE CART' and 'SUBMIT FOR APPROVAL'. A black arrow points to the 'SUBMIT FOR APPROVAL' button.

Questions? Call our Toll Free Online Support Department at 800-513-2465 ext 2