

# Attention Students:

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## Here's how it works:

- To access your online bookstore, log into your student Blackbaud account, go to the Resources tab and click on the Shelfit tile. You will be automatically signed in to your Shelfit account.
- Click **Store** in the left-hand sidebar to start shopping.
- You may see a Course Access Bundle on this page. This is made up of certain books that are required purchases. This bundle is already in your shopping cart and cannot be removed or edited. Other books will need to be added to your cart manually.
- Order early for best selection and delivery before classes begin.
- Contact EdTech's Customer Support if you need assistance.
- See the next page for detailed ordering instructions.

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# How to Place an Order

- Log into your student Blackbaud account, go to the Resources tab and click on the Shelfit tile. You will be automatically signed in to your Shelfit account.
- Select **Store** in the left-hand sidebar.
- The Course Access Bundle is made up of books that are required purchases, and is located toward the top of your screen. This bundle cannot be removed from your cart or edited.
- Click on **View Course Materials** to see which books are included in your Course Access Bundle.
- Other books needed for your courses will need to be added to your cart manually, and your courses will appear below the Course Access Bundle.
- To add other books to your cart, click the orange **Add to Cart** button under each book.
- When your shopping is complete, click the orange **Proceed To Cart** button.
- If you have books in your cart from both EdTech and Amazon, you'll see items in both carts here. Your Course Access Bundle must be paid for before you can access your Amazon cart.
- Click the **Go to Checkout** button to purchase your bundle and any other books in your cart.

# Customer Support Line

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(up to 24 hour response time)

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# VIP Teacher Support Line

**EdTech Solutions has set up a VIP Support Line, just for teachers.**

## For teachers only:

## (888) 717-1844

**teachersfirst@shelfit.com**

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