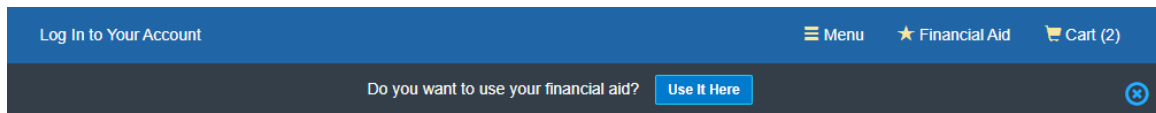


BNC Assigning Digital Content to Child's Account

This document will walk you through how to create a Child's Account and assign digital material to that account(s for multiple students).

1. Once your order is all together in your Cart and you are ready to Check Out, click 'Check Out Now'



Your Cart

Great - we're ready to wrap up your order. Just review your cart and head to checkout.

2 BNC K-12 items in your cart [Add More Items](#)

ITEM	FORMAT	QTY	TOTAL
 Heroes, Gods and Monsters of the Greek Myths 1966 by: Evslin, Bernard Edition/Copyright: 1966 2020 - 2021 School Year • English • 101 HONORS ENGLISH I • 09/02/2020 - 06/13/2021 • REQUIRED	eBook	1	\$10.00
 Tale of Two Cities 1999 by: Dickens, Charles Edition/Copyright: 1999 2020 - 2021 School Year • English • 101 HONORS ENGLISH I • 09/02/2020 - 06/13/2021 • REQUIRED	eBook	1	\$1.00

Check out now

Your Order
2 BNC K-12 items \$11.00

Shipping TBD
Tax TBD

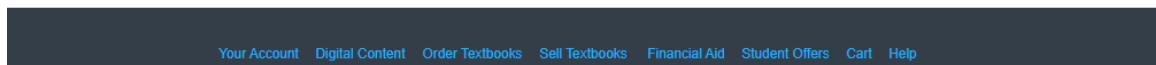
Total \$11.00

Shipping and tax, if applicable, will be calculated in checkout. Shipping fees do not apply to digital content. Access code products will be emailed to you.

Check out now

OR

Check out with **PayPal**



2. The Checkout Process will follow these steps:

Billing Information, Payment Options, Student Details, Review and Submit Your Order

Checkout

1. Billing Address

2. Payment Options

3. Student Details

4. Review & Submit Your Order

3. Once all Billing Information is filled out, please click 'Select Payment Option'

Checkout

1. Billing Address

2. Payment Options

3. Student Details

4. Review & Submit Your Order

Billing Address

Your billing address must match the mailing address your credit card company has on file.

Fields with an asterisk (*) are required.

First Name*

Last Name*

Address 1*

Address 2

Address 3

City*

State*

Zip/Postal*

Country*

Phone Number* Example: XXX-XXX-XXXX

Work Phone Example: XXX-XXX-XXXX

Ext Example: XXXX

[→ Select Payment Option](#)

Your Order View Cart	
2 BNC K-12 items	\$11.00
Shipping	TBD
Tax	TBD
Total	\$11.00

Total	\$11.00
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Shipping and tax, if applicable, will be calculated in checkout. Shipping fees do not apply to digital content. Access code products will be emailed to you.

4. Choose your Payment Method and click 'Enter Student Details '

Checkout

1. Billing Address

2. Payment Options

3. Student Details

4. Review & Submit Your Order

☐ VISA

☐ MasterCard

☐ American Express

☐ Discover

☒ PayPal

☐ Financial Aid

Great. You'll enter your PayPal information later in checkout.

[→ Enter Student Details](#)

Your Order View Cart	
2 BNC K-12 items	\$11.00
Shipping	\$0.00
Tax	\$0.00
BNC K-12 Subtotal	\$11.00

Order Total	\$11.00
Total	\$11.00

5. This next step is where the Child Account will be created and assigned. If you have done this step already, please skip down to **STEP 6**. Otherwise, please continue below-

- a. To assign a student their digital course material, you will first need to create the Student's account by filling out the information requested and click 'Save' -

Checkout

1. Billing Address

2. Payment Options

3. Student Details

4. Review & Submit Your Order

OK, now it's time to tell us who is getting what.

Who will be using these course materials?

First Name*

*required

Last Name*

Email Address*

Required for eContent

⊕ Save

Done adding students? Great, now let's review your course list.

⊖ Next Step: Courses

Your Order

[View Cart](#)

2 BNC K-12 Items

\$11.00

Shipping

\$0.00

Tax

\$0.00

BNC K-12 Subtotal

\$11.00

Order Total

\$11.00

Total

\$11.00

[→ Review Your Order](#)

- b. Once you have created the student, your screen will show the information accordingly. You can create multiple students if you are ordering for multiple students at once, you will just need to double check the student's information and what material is being assigned to each student. Click 'Next Step: Courses' once ready –

- i. **It is VERY important to note that if the Student will be the one accessing the material and not the Parent, DO NOT put the parent email address in for the student.**

OK, now it's time to tell us who is getting what.

Who will be using these course materials?

Zachary Lankston @yahoo.com [Edit](#)
Kimberly Howard @gmail.com [Edit](#)

First Name*

*required

Last Name*

Email Address*

Required for eContent

⊕ Save

Done adding students? Great, now let's review your course list.

[⊖ Next Step: Courses](#)

6. Review Courses – ensure you are assigning the correct student to the correct course. Once selected, click ‘Next Step: eContent’ -

Done adding students? Great, now let's review your course list.

[Next Step: Courses](#)

Review your courses

Choose the student's name from the drop downs for each class they are taking. Your school needs to verify that students are receiving their assigned course materials.

COURSE ID & DATES	STUDENT NAME
101 HONORS ENGLISH I 09/02/2020 - 06/13/2021	Zachary Lankston ▼ Kimberly Howard Zachary Lankston

* Required

Finished with classes? OK, now onto eContent.

[Next Step: eContent](#)

[Review Your Order](#)

7. Now you will see the digital materials you added to your order originally, and only the digital. This is where you will decide who is receiving what material. If the course information is correct above, then the materials will auto-populate the student’s email address. PLEASE DOUBLE CHECK THIS EMAIL ADDRESS. Typos do occur but this is a quick step to prevent any access issues for the student.

Finished with classes? OK, now onto eContent.

Next Step: eContent

Assign your eContent

Where should we email this eContent? Please select your student's email address from dropdown.

ITEM	DETAILS
	Tale of Two Cities by: Dickens, Charles 101 HONORS ENGLISH I • REQUIRED @yahoo.com @mbsbooks.com (My Account) @yahoo.com @gmail.com
	Heroes, Gods and Monsters of the Greek Myths by: Evslin, Bernard 101 HONORS ENGLISH I • REQUIRED @yahoo.com

Review Your Order

8. Before you Click Review Your Order, double check the entire page and information entered. This is an important step as if the student does not already have a Child's Account, one will now be created. An email with Password Set-up Instructions will be sent to the student's email address you have listed. Separate emails for each digital material (in this example 2 eBooks) will be sent to the student email address as well.
 - a. Once Review Your Order is clicked, you will see your full order with the assigned Child's Account and information. You can still click Edit if this information is incorrect.

- b. Once the order looks correct, continue on to Pay and Complete your order.

Checkout

1. Billing Address

2. Payment Options

3. Student Details

4. Review & Submit Your Order

Review & Submit Your Order

Almost there! Please review your order, shipping details, and the terms & conditions. Then we'll get you over to PayPal. Your order confirmation will appear once payment is finalized.

☐ I have read and accept the: [Privacy Policy & Terms of Service](#)

[What is PayPal™?](#)

☐ Save PayPal™ for future purchases.

COURSE ID	STUDENT NAME
101 HONORS ENGLISH I	Zachary Lankston

[Edit Student Information](#)

2 Items from **BNC K-12**
Digital content delivered via email.

ITEM	FORMAT	QTY	TOTAL
 Heroes, Gods and Monsters of the Greek Myths 1966 by: Evslin, Bernard Edition/Copyright: 1966 Assigned to: [redacted]@yahoo.com Edit 2020 - 2021 School Year • English • 101 HONORS ENGLISH I • 09/02/2020 - 06/13/2021 • REQUIRED	eBook	1	\$10.00
 Tale of Two Cities 1999 by: Dickens, Charles Edition/Copyright: 1999 Assigned to: [redacted]@yahoo.com Edit 2020 - 2021 School Year • English • 101 HONORS ENGLISH I • 09/02/2020 - 06/13/2021 • REQUIRED	eBook	1	\$1.00

[Continue to Paypal](#)

Your Order

[View Cart](#)

2 BNC K-12 items	\$11.00
Shipping	\$0.00
Tax	\$0.00
BNC K-12 Subtotal	\$11.00

Order Total	\$11.00
--------------------	----------------

Total	\$11.00
--------------	----------------

Once you click the Submit Your Order button, your order will be immediately processed and cannot be changed or canceled. Your order confirmation will appear on the next page.

[Continue to Paypal](#)