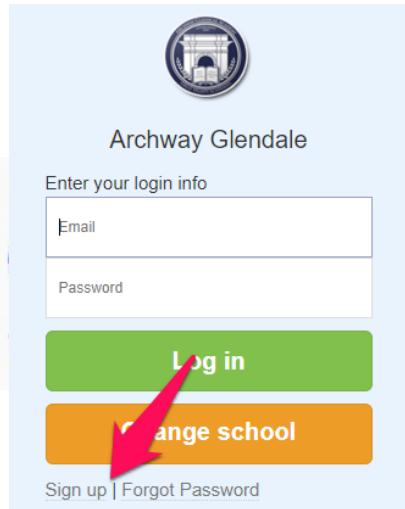


# How to Place an Order

**Step 1:** Go to your school's bookstore at [spa.shelfit.com](https://spa.shelfit.com).

**Step 2:** To create a new account, click **Sign up**.



**Step 3:** Complete all fields to create your account and click the green **Continue** button. **Student information is NOT required. All fields can be completed with parent/ guardian information.**

**SIGN UP**

**School**  
Scottsdale Preparatory Academy

**Student Email**

**Student First name**

**Student Last name**

**Create a password**

**Confirm your password**

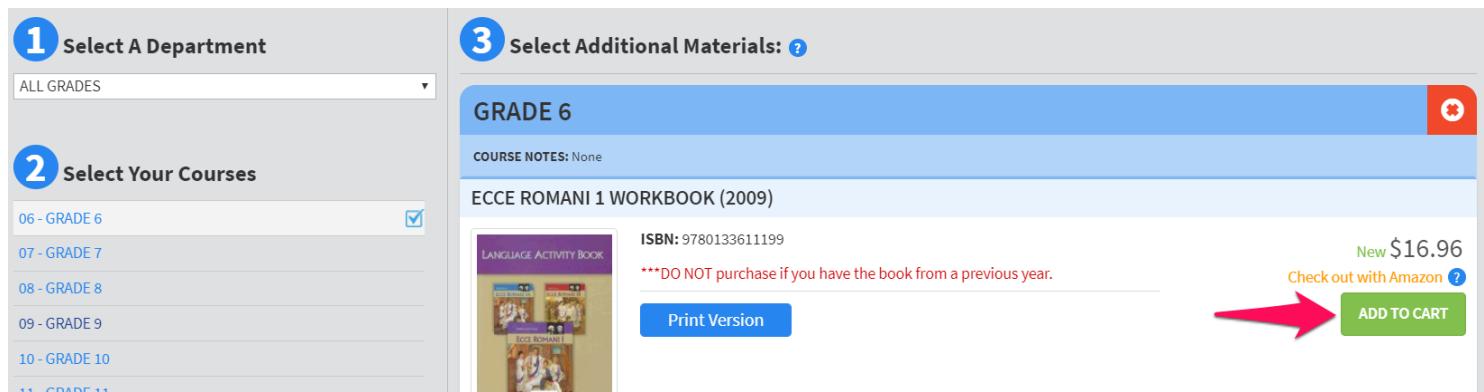
**Continue**

**Step 4:** After creating your account, or logging back in later, click **Store** in the sidebar on the left..

**Step 5:** Click the **Select A Department** dropdown menu and select **All Grades**.

**Step 6:** Click the **Select Your Courses** dropdown menu and select your (first) student's grade level.

**Step 7:** To add an item to your cart, click the green **Add to Cart** button. Add all grade level appropriate items to your cart.



**1 Select A Department**  
 ALL GRADES

**2 Select Your Courses**  
 06 - GRADE 6 (selected)

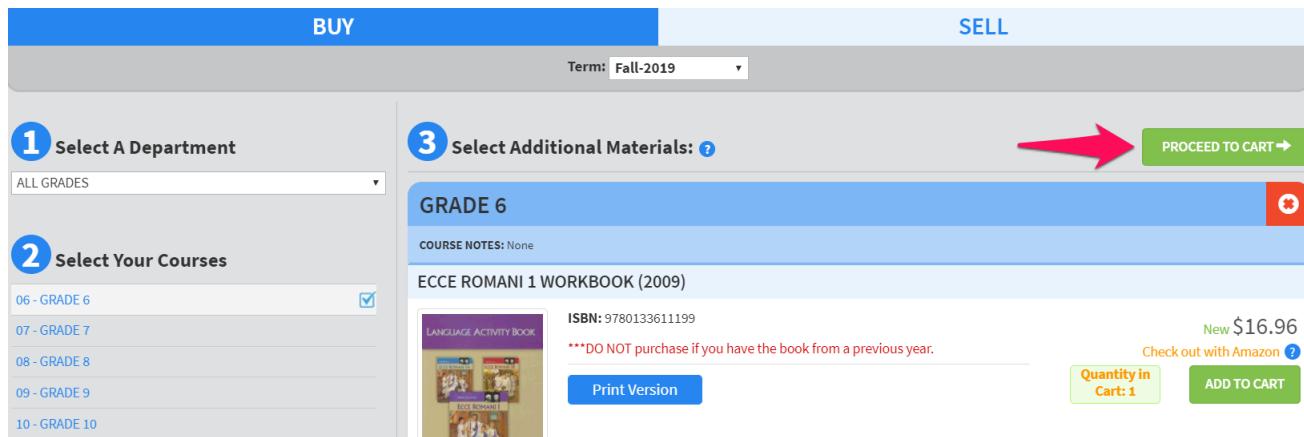
**3 Select Additional Materials: ?**  
**GRADE 6**  
 COURSE NOTES: None  
**ECCE ROMANI 1 WORKBOOK (2009)**  
 LANGUAGE ACTIVITY BOOK  
 ISBN: 9780133611199  
 \*\*\*DO NOT purchase if you have the book from a previous year.  
 Print Version

New \$16.96  
 Check out with Amazon ?

**ADD TO CART**

**Step 8:** To shop for additional students, repeat steps 5 through 7 for each one.

**Step 9:** When all necessary items have been added to your cart, click the green **Proceed to Cart** button.



**BUY**

Term: Fall-2019

**1 Select A Department**  
 ALL GRADES

**2 Select Your Courses**  
 06 - GRADE 6 (selected)

**3 Select Additional Materials: ?**  
**GRADE 6**  
 COURSE NOTES: None  
**ECCE ROMANI 1 WORKBOOK (2009)**  
 LANGUAGE ACTIVITY BOOK  
 ISBN: 9780133611199  
 \*\*\*DO NOT purchase if you have the book from a previous year.  
 Print Version

New \$16.96  
 Check out with Amazon ?

**PROCEED TO CART**

Quantity in Cart: 1

**ADD TO CART**

**Step 10:** Enter your billing Information. All required fields have a red asterisk next to them. When all required fields have been completed, click the **Continue** button.

**Step 11:** Select either an internal credit or a credit card as your payment option. To pay with a credit card, complete all required fields and click the green **Continue** button.

**Step 12:** Confirm that all information is correct, and click the green **Place Order** button.

**Step 13:** A window will pop up asking you to confirm or cancel your order. If you're sure that your order is correct, click the green **Confirm** button.

**Step 14:** Once your order has been placed, our system will generate an order number for you. Please keep a record of this number, as it will be very helpful if you have any need to contact Customer Support.