

Attention Students:

John Carroll Catholic High School has teamed up with EdTech for your virtual bookshelf!

Here's how it works:

- Access your online bookstore at jcs.shelfit.com.
- Your username is your school-issued email address
 - **New Students:** your password has been preset as **edtech26**
 - **Returning Students:** use your password from previous years. If you forget your password, please click “Forgot Password.”
- 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 books that are **REQUIRED** purchases for your courses. This bundle is already in your shopping cart and cannot be removed. Other books will need to be added to your cart manually.
- You'll see the courses you're enrolled in along with the additional books needed for each one. **Add the necessary books to your cart.** If available, you may have the option to purchase physical copies in **new or used** condition.
- Click “**Proceed to Cart**” to begin the checkout process. Please enter **your shipping address** so the books are shipped directly to you, not to the school.
- Contact EdTech Customer Support 855.338.3245 if you have any questions.

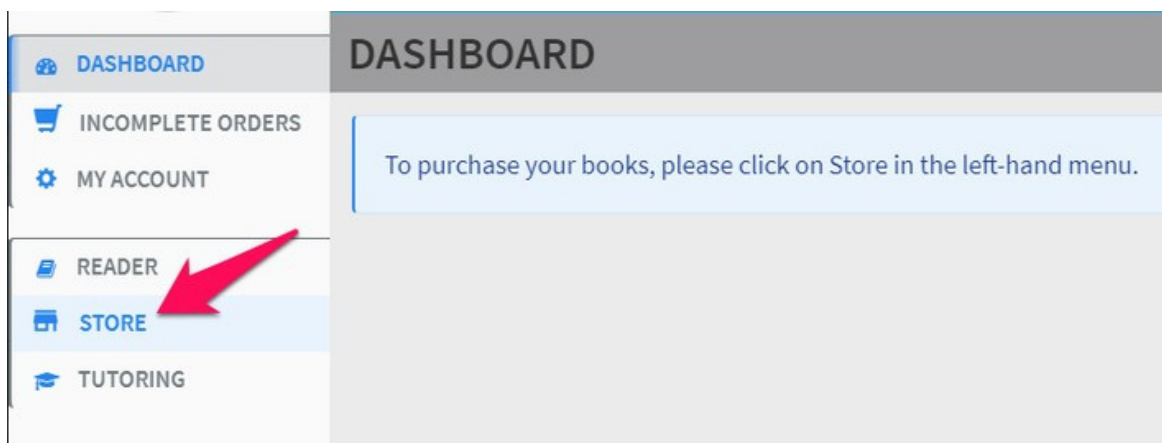


John Carroll
CATHOLIC HIGH SCHOOL

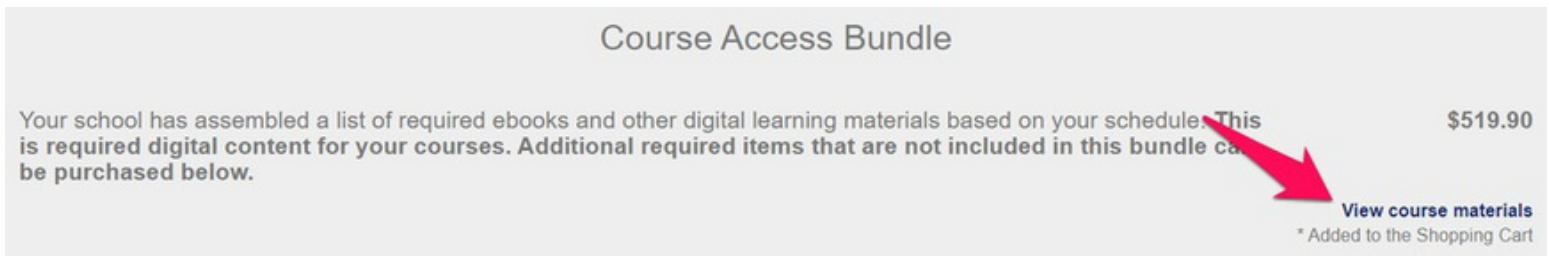
How to Place an Order

Step 1: Access your school's online bookstore by logging in through jcs.shelfit.com.

Step 2: Click **Store** in the left-hand side of your screen.



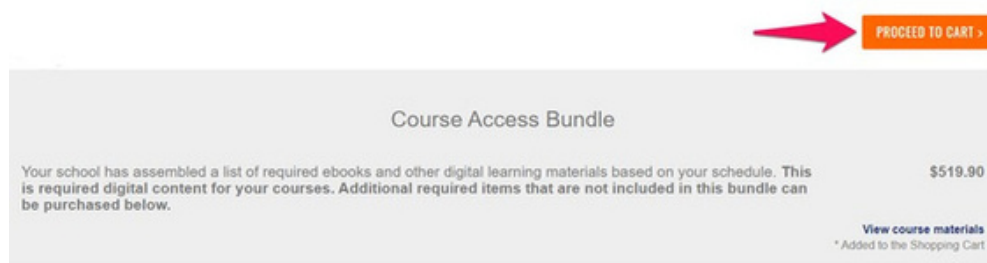
Step 3: Your Course Access Bundle is made up of ebooks and/ or print materials that are required purchases, and is located toward the top of your screen. Click on **View Course Materials** to see which books are included in your Course Access Bundle.



Step 4: There may be books to purchase for other courses that are not included in your Course Access Bundle. To purchase books for courses outside of your bundle, click the orange **Add to Cart** button to add each to your cart.




Step 5: To Purchase your books, click the orange **Proceed to Cart** button on the right side of your screen.



Step 6: Click the orange **Go to Checkout** button to purchase your bundle and any other books you have added to your cart.

EdTech Items - Fulfilled by EdTech and partners

Shopping Cart

Item	Price	Qty	Subtotal
 Required Course Materials			\$519.90

Summary

ESTIMATE TAX

Subtotal \$519.90


Order Total \$519.90

GO TO CHECKOUT

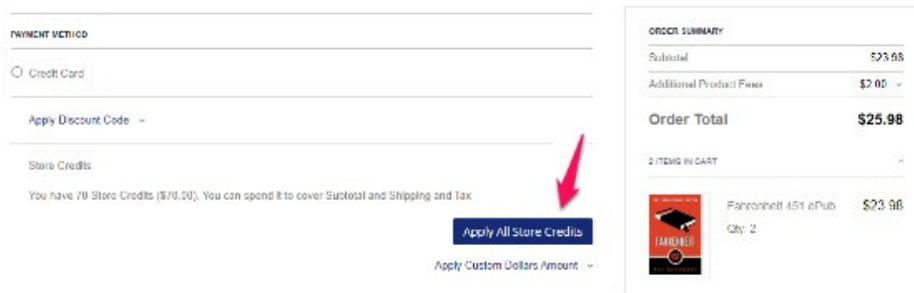
[Continue Shopping](#) [Clear Shopping Cart](#) [Update Cart](#)

APPLY DISCOUNT CODE

Enter discount code: [APPLY DISCOUNT](#)



Step 8: You will see payment method options. Under where it says **Store Credits**, you will see how much store credit you have. To apply **all** the store credit to your purchase, click the **Apply All Store Credits**. The button will turn blue once your mouse hovers over it.



PAYMENT METHOD

Credit Card

Apply Discount Code ▾

Store Credits

You have 70 Store Credits (\$70.00). You can spend it to cover Subtotal and Shipping and Tax.


Apply All Store Credits

Apply Custom Dollars Amount ▾

ORDER SUMMARY

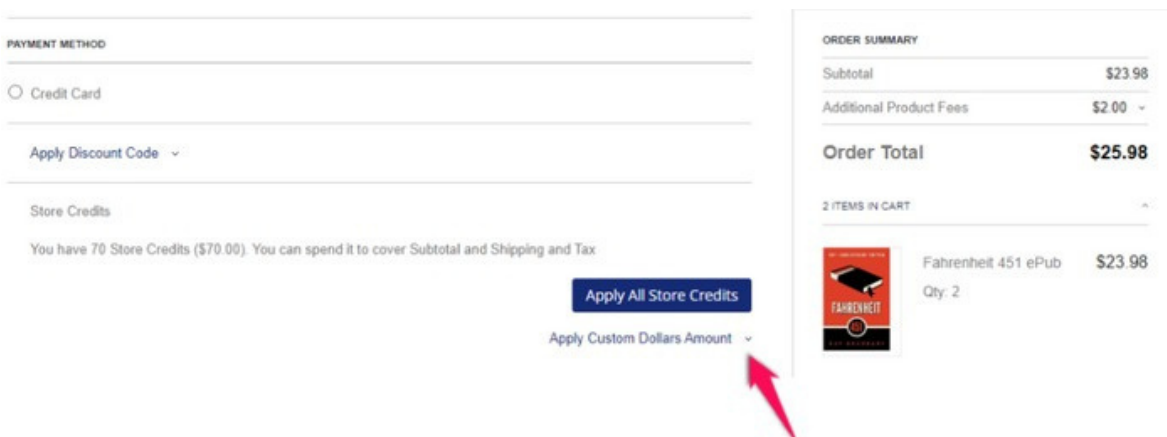
Subtotal	\$23.98
Additional Product Fees	\$2.00 ▾
Order Total	\$25.98

2 ITEMS IN CART ▾

	Fahrenheit 451 ePub	\$23.98
	Qty: 2	

* If you would like to apply a custom amount of credit, follow steps 9 - 11. If not, skip to Step 12.

Step 9: If you would like to apply a custom amount of your store credit to the purchase instead of using all of the store credit, click on the **Apply Custom Dollars Amount** dropdown arrow.



PAYMENT METHOD

Credit Card

Apply Discount Code ▾

Store Credits

You have 70 Store Credits (\$70.00). You can spend it to cover Subtotal and Shipping and Tax.


Apply All Store Credits

Apply Custom Dollars Amount ▾

ORDER SUMMARY

Subtotal	\$23.98
Additional Product Fees	\$2.00 ▾
Order Total	\$25.98

2 ITEMS IN CART ▾

	Fahrenheit 451 ePub	\$23.98
	Qty: 2	

Step 10: Now enter the custom amount of store credit you would like to apply to this purchase. Then click the **Apply** button to apply the credit to your purchase. The button will turn blue once your mouse hovers over it.

Store Credits

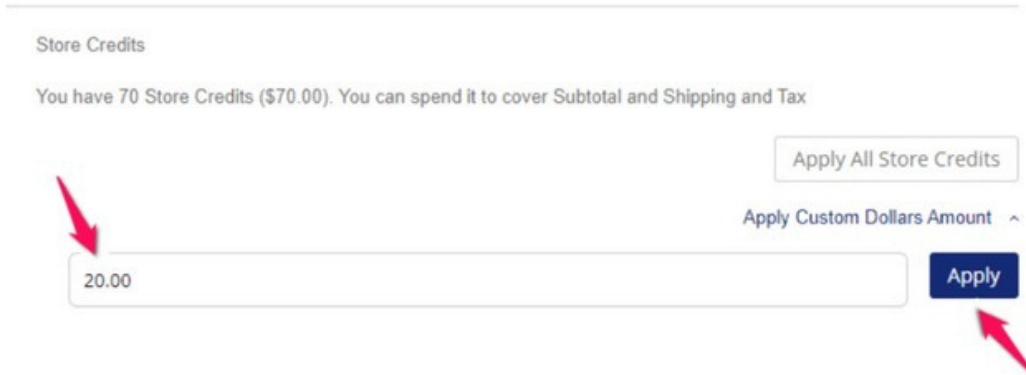
You have 70 Store Credits (\$70.00). You can spend it to cover Subtotal and Shipping and Tax

Apply All Store Credits


Apply Custom Dollars Amount ^

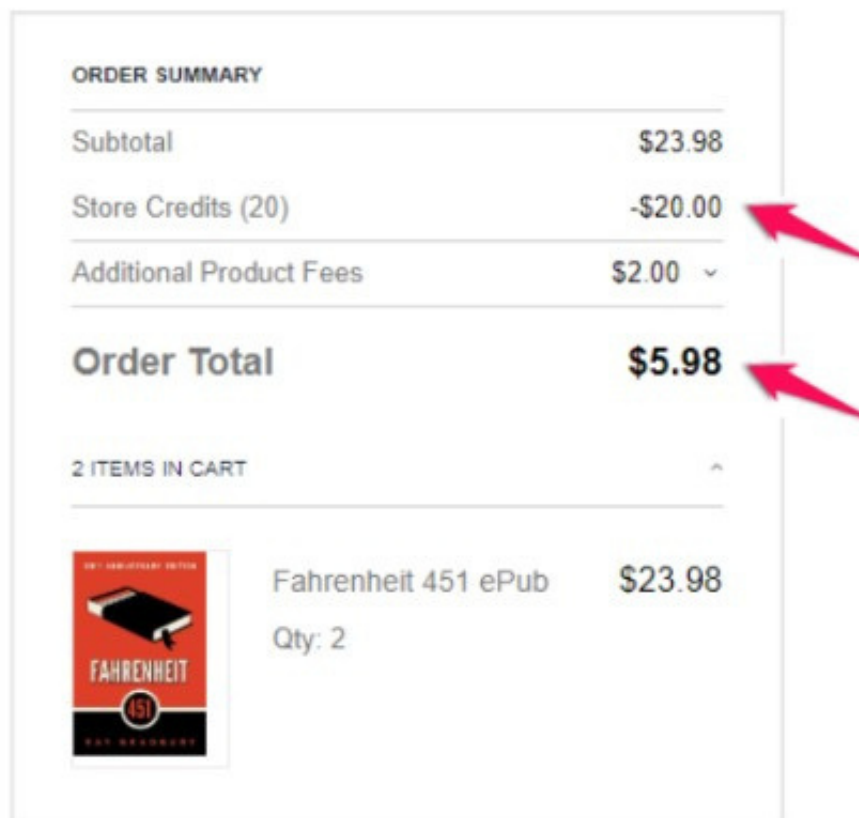
20.00

Apply



Step 11: Now you will see that the store credit has been applied and the amount has been deducted from the purchase amount. If you decided to use a custom amount of the store credit, then you will see the amount you still owe if any.

ORDER SUMMARY	
Subtotal	\$23.98
Store Credits (20)	-\$20.00
Additional Product Fees	\$2.00 ^
Order Total	\$5.98
2 ITEMS IN CART ^	
	Fahrenheit 451 ePub \$23.98
	Qty: 2



Step 12: Select your payment method, enter your billing address and other information and click the white **Update** button.

The screenshot shows the checkout process. On the left, under 'PAYMENT METHOD', the 'Credit Card' option is selected, indicated by a red arrow. In the center, the 'ORDER SUMMARY' shows a subtotal of \$11.99, store credits of -\$11.99, and an order total of \$1.00. Below this, a single item 'Fahrenheit 451 ePub' is listed with a quantity of 1 and a price of \$11.99. On the right, the 'Credit Card' section contains a warning about merchant statements and several required input fields: First Name, Last Name, School Name, Street Address (Line 1), Country (set to United States), State/Province, City, Zip/Postal Code (set to 85281), and Phone Number. A white 'Update' button is located at the bottom right, with a red arrow pointing to it.

Step 13: Enter your payment information and click the orange **Place Order** button.

This screenshot shows the payment information section. It features logos for American Express, VISA, MasterCard, and DISCOVER. Below the logos are input fields for 'Credit Card Number', 'Expiration Date' (with separate dropdowns for Month and Year), and 'CVV'. There are two checkboxes: one checked for 'Save for later use.' and one unchecked for 'By placing an order, you agree to our policy that all eBook sales are final and non-refundable.' At the bottom right, there is a prominent orange 'PLACE ORDER' button with a red arrow pointing to it.