How to Place an Order

**Step 1:** Log into your school’s book store at [lhs.shelfit.com](http://lhs.shelfit.com).

**Step 2:** To purchase books, select the store option on the left hand side panel.

![Store Option](image)

**Step 3:** Click the drop down menu located under **Select A Department**. Select the department that you’d like to purchase books for.

![Select A Department](image)

**Step 4:** After selecting the department, a list of courses will appear below. Select the course that you’d like to purchase books for.

![Select Your Courses](image)
**Step 5:** The books for this course will populate on the right side of your screen. To add a book to your cart, click the green **Add To Cart** button.

![Book Add To Cart Button](image)

**Step 6:** After clicking the Add To Cart button, a box will appear showing the quantity currently in your cart. You can click on this box to change the quantity in your cart.

![Cart Quantity Box](image)

**Step 7:** Add any additional books you may need for this course to your cart. The word "Required" next to a book means that your school is requiring that you have this book for class.

![Required Book](image)
**Step 8:** To purchase books from another department, repeat steps 2 through 6 as listed above. When you’re ready to check out, click the green **Proceed To Cart** button at the top or bottom right of the screen.

**Step 9:** Once you’ve added your books, view your shopping cart and you will see your items. You may see different books fulfilled by either EdTech or Amazon.
**Step 10:** In the checkout window, 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 Service.

**Step 15:** If you have a book fulfilled by Amazon, then you'll see a separate checkout process after your purchase. Click the green **Checkout on Amazon** button.
**Step 16:** Once you clicked on Checkout on Amazon, you'll be directed to your Amazon shopping cart. Click the **Continue** button to finish checking out.

**Step 17:** Enter your billing Information. When all required fields have been completed, click the **Continue** button.
**Step 18:** Choose a shipping option and click the **Continue** button.

**Step 19:** To pay with a credit card, complete all required fields and click the **Continue** button.
**Step 20:** Confirm that your order is correct, and click the **Place your order** button.