

# Attention Students:

Loyola High School has teamed up with EdTech for your online bookstore!



## Here's how it works:

- Beginning 7/22/19, you can access your online bookstore at [lhs.shelfit.com](http://lhs.shelfit.com).
- *Your username is your school-issued email address, and your temporary password is edtech19. Please change your password immediately.*
- Contact EdTech's Customer Support if you need assistance.
- See the next page for ordering instructions.





# How to Place an Order

---

- Log into your school's bookstore at [lhs.shelfit.com](https://lhs.shelfit.com).
- Select **Store** in the left-hand sidebar.
- You *may* see a **Required Course Materials Fee**. Included in this fee are ebooks required for your courses. You can click on the blue **View Course Materials** link to see what ebooks are in your Required Course Materials Fee.
- Books needed for your courses that are not included in the Required Course Materials fee will populate below. You'll need to add them to your cart individually.
- To add a book to your cart, click the green **Add To Cart** button.
- Click the green **Proceed To Cart** button to check out.
- Enter your billing Information and click the **Continue** button.
- Select either 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.
- Confirm that all information is correct, and click the green **Place Order** button.
- Please keep a record of your order confirmation number in case you need to contact Customer Support.
- If any books are being fulfilled by Amazon, you can now click the green **Checkout on Amazon** button.
- Click the **Continue** button to finish checking out.