How to Place an Order (Retail)

**Step 1:** Access your school’s online bookstore at 123.shelfit.com (your school code instead of "123").

**Step 2:** Enter your username and password, and click the green Log in button.

**Step 3:** The books for each course will populate on the right side of your screen. To add a book to your cart, click the orange Add To Cart button.
Step 5: Add books needed for any other courses to your cart. The word "Required" means that your school is requiring that you have a particular book for class.

Step 6: After the books you'll need for all courses have been added to your cart, scroll to the top of your screen and click the orange Proceed to Cart button on the right.

Step 7: Confirm everything in your cart is correct, and click the orange Go to Checkout button. If you have any books fulfilled by Amazon in your cart, you can access those after completing the checkout process for items fulfilled by EdTech.

Step 8: Select your shipping address (or add a new one), select your shipping method and click the orange Next button.
**Step 9:** Select payment method, complete all required fields and click the orange **Place Order** button to complete your EdTech order.
**Step 10:** If there are books in your cart to purchase from Amazon, open a new tab and log into your Amazon account in that tab.

**Step 11:** Come back to your EdTech tab and click the orange **Checkout with Amazon** button to launch to your Amazon shopping cart.