

Instructions to Savvas' Workbook Request Website

The following steps describe how to request your Savvas' workbooks. If you have any questions, please click on the **Contact Us** link.

LOG-IN WINDOW

- After connecting to the site <https://workbooks.savvas.com/> **enter your PIN**. If this is your district, select **Yes**--if not, re-enter the pin number. If you still find the wrong district listed, select the **Contact Us** link. This will allow you to communicate directly with our regional sales office.

MAIN MENU WINDOW

- If your district is not interested in receiving any workbooks please select the "click here" link.
- **Subjects that your district are entitled to will appear as hyperlinks. Select the first subject you want to enter.** Once you have selected a subject, you will be advanced to the **Ship to Window**.
- Below the subjects are links to summary reports; view requested workbooks by ship to location or subject, workbooks received the previous year by school/subject, and student editions purchased. You can use these reports to review/confirm your entries or see what your district received last year.
- **If your district received hardware in lieu of workbooks, you may not be entitled to workbooks this year. Check with your regional office.**

SHIP TO WINDOW

- **Select a ship to location from the pull-down menu.** If the desired location does not appear, select **Other** and complete form.

FORM WINDOW

- Note: **all** fields must be completed (except Comments) before your order can be submitted. Fill out the Attention Line and make sure the ship to location is correct.
- **Select** delivery month, building closed for shipment delivery date, and school start date
- **Complete** contact information
- The **Comment** field is for explaining any differences made in your workbook order. For example: increase in workbook request due to purchasing additional student editions, change workbook selection, special shipping instructions; such as request for inside delivery, or closed Fridays for deliveries, etc.
- **Enter the quantity** of workbooks needed. To assist you, we have provided the number of workbooks each building received last year, the number of Student Editions purchased by the district, and a report showing workbook shipments the previous year. Once you have populated your workbook selections, select **Submit Request**. *TIP: You can copy and paste this screen into Excel for distribution to schools or supervisors in your district.*

REQUEST SUMMARY WINDOW

- This window provides you with a complete summary of your order including an order number. If you need to edit your order, click on the **modify** button on the top right.
- Again, you will see the links to view requested workbooks by ship to location or subject, workbooks received the previous year by school/subject, and student editions purchased.
- To place additional orders for workbooks in different subjects or campuses, click on the link **Enter New Request** and complete steps for new order.
- When you have completed your order, click on **Sign-Out**