INSTRUCTIONS FOR ORDERING TEXTBOOKS

Visit the Regina High School online bookstore at http://www.studysource.com/reginahighschool. You may use the website's **Help** tab to access information regarding any of the functions from any of the site's pages.

1. Sign in using the following information:

    Username: The Username is the student's first initial followed by the last name (i.e. bgittler). If you have a hyphen or apostrophe in your name, omit it (i.e. O'Malley is omalley and Jones-Evans becomes jonesevans).

    Password: The Password is the grade level followed by the student's three-digit Regina High School ID number found at the top of the schedule (i.e. 09001). Each password is five digits.

2. After logging into the website, you are asked to verify your e-mail address. Your address is used to send shipping details, tracking information, back order status notification, etc. Once you input your e-mail address and click **Submit**, you are instantly e-mailed a verification code to enter into the next step of the process. Please note: The code is sometimes delivered to your Spam Folder if your e-mail settings are very high.

3. After entering you verification code, you are asked to update your shipping address. You may also change your password from this screen. After you have updated your information, click the **Submit** button.

4. The next screen is the home page for the Regina High School bookstore which includes all the course names and numbers for this school year. If a course is not listed, the student generally receives information on the first day of class if a book rental or other course materials fee is being collected. Using your schedule, select the course(s) you wish to purchase books for by clicking the box next to the course. Some grade-specific books are listed at the top of the list and may also appear for a particular course. For example, the Bible is listed for "All Freshmen" and is also shown under Course #810 – Understanding the Catholic Faith. **Make sure you only select these books once.**

5. Once you have selected all courses, click on the **Show Books** button. The **Show Books** button lists all of the titles needed for the chosen classes. You then pick the book condition (new or used) that you would like to purchase. After making your selections, click on the **Add Checked to Cart** button.

6. The Shopping Cart page allows you to review the items you have selected for purchase. Again, check to make sure you don't have duplicates. Once you have reviewed your order, click on the **Go to Checkout** button.

7. Continue through the checkout process. Payment may be made through a PayPal account or credit card.

Shop early to get the best selection of used books. If there are any questions, please call the Studysource.com Customer Service Department at 866.325.2437.