NEW HAMPSHIRE DEPARTMENT OF EDUCATION

BUREAU OF SPECIAL EDUCATION

NEW HAMPSHIRE ACCESSIBLE INSTRUCTIONAL MATERIALS

(NHAIM) ONLINE SYSTEM MANUAL

JUNE 23, 2014

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STEPS TO ACCESS THE NHAIM ONLINE SYSTEM

To access the New Hampshire Accessible Instructional Materials (NHAIM) Online System, you must first create a username and a unique password on the myNHDOE Single Sign On webpage; the System is stored on a <u>secure</u> website.

1. Access the Internet from your computer and precede to the myNHDOE Single Sign On webpage. The web address is:

   https://my.doe.nh.gov/myNHDOE/login/login.aspx

   It is important to note the "s" in "https." This indicates a secure website, and you must include it in the address.

2. In order to make accessing the NHAIM System quicker and easier in the future, you may use the **Bookmark** or **Favorites** function in your Internet browser.

MYNHDOE SINGLE SIGN-ON MAIN PAGE

The steps to access the secure NHAIM Online System are as follows:

- First you must have a user name and a unique password (DO NOT SHARE LOGIN INFORMATION)
- If you do not already have a username and password to enter the myNHDOE Single Sign-on web page, you must create an account for yourself. Once you have created your account, email the user name you choose to nhaimsupport@doe.nh.gov and request system access.

STEP 1: Type in your browser bar the secure website address https://my.doe.nh.gov/myNHDOE/login/login.aspx
PLEASE NOTE: This website is secure as indicated by the "s" in "https." The "s" must be included in the web address.

STEP 2: Quick links to this website may be useful in the future. To do this you may use the **Bookmark** or **Favorites**

function in your internet browser.

STEP 3: Enter your unique and confidential **Name** and **Password**. Single-click the **Login** button or press **Enter** on your keyboard.

This is where new users will create their account. If a user name or password is forgotten, click the bottom link.

SYSTEM LISTING PAGE

The **System Listing** page will appear when you have successfully logged into myNHDOE Single Sign-on. NHAIM is listed on this page as well as other systems you may have access to. Users should click on NHAIM to open and begin using the NHAIM System.

NOTE: NHAIM will only appear after a DOE Administrator has given the user permission to search the NHAIM System (this happens after you have created your account or logged into your account).

System Listing

ordered by the systems that you use most frequently

NHAIM
Educator

Educational Surrogate Parent
DOE Staff

Educator Information System
New Applicant

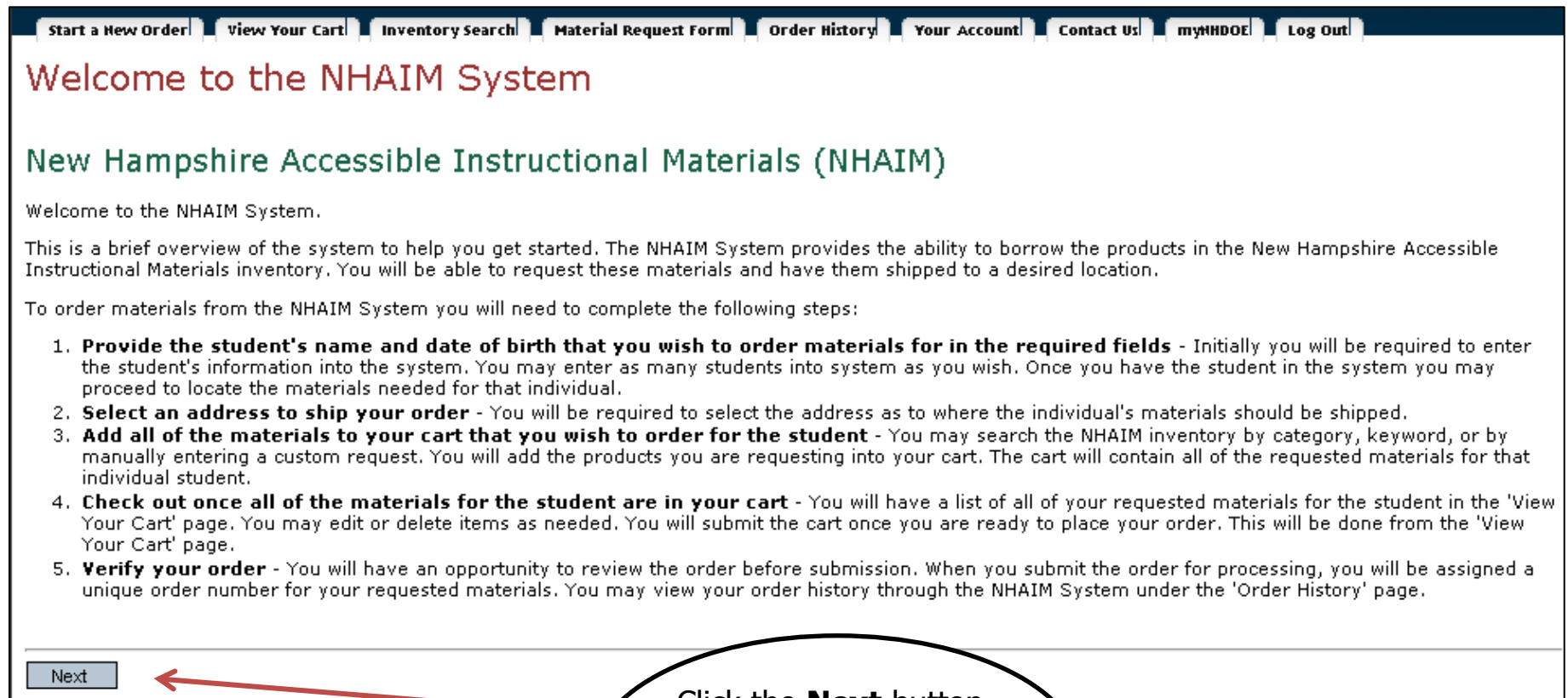**Food and Nutrition Services**
DOE System Administrator

i4see
DOE System Administrator

Click here to enter the **NHAIM System**

NHAIM ONLINE SYSTEM WELCOME PAGE

The very first time you log into the NHAIM System you will be presented with a brief overview of the system. The first page that will be displayed will see will walk you through the ordering procedures and processes.

NOTE: The information on the welcome page is also contained in this manual.

| Start a New Order | View Your Cart | Inventory Search | Material Request Form | Order History | Your Account | Contact Us | myNHDOE | Log Out |

Welcome to the NHAIM System

New Hampshire Accessible Instructional Materials (NHAIM)

Welcome to the NHAIM System.

This is a brief overview of the system to help you get started. The NHAIM System provides the ability to borrow the products in the New Hampshire Accessible Instructional Materials inventory. You will be able to request these materials and have them shipped to a desired location.

To order materials from the NHAIM System you will need to complete the following steps:

1. **Provide the student's name and date of birth that you wish to order materials for in the required fields** - Initially you will be required to enter the student's information into the system. You may enter as many students into system as you wish. Once you have the student in the system you may proceed to locate the materials needed for that individual.
2. **Select an address to ship your order** - You will be required to select the address as to where the individual's materials should be shipped.
3. **Add all of the materials to your cart that you wish to order for the student** - You may search the NHAIM inventory by category, keyword, or by manually entering a custom request. You will add the products you are requesting into your cart. The cart will contain all of the requested materials for that individual student.
4. **Check out once all of the materials for the student are in your cart** - You will have a list of all of your requested materials for the student in the 'View Your Cart' page. You may edit or delete items as needed. You will submit the cart once you are ready to place your order. This will be done from the 'View Your Cart' page.
5. **Verify your order** - You will have an opportunity to review the order before submission. When you submit the order for processing, you will be assigned a unique order number for your requested materials. You may view your order history through the NHAIM System under the 'Order History' page.

Next

Click the **Next** button when you are ready to proceed to the next page.

The next page you will see describes the various ways you can search for materials. You may search by keywords or by categories. Once you find the materials you are looking for, they can be added to your cart and you can continue searching for other materials. If the system does not have the material you are looking for, you have the option of making a custom request for the item(s).

Welcome

Searching the NHAIM Inventory and Requesting Materials

The NHAIM System allows you to search for materials in the following ways:

- **Keyword Search** – The keyword search options are as follows: search by a material's title, ISBN (ISBN-10 or ISBN-13), APH catalog number or author's name.
- **Category Search** – Every material belongs to one or more categories. A category is a way of grouping materials that have something in common (example: all biography books would be grouped together).

If any inventory materials match your search results, a list will display all of the relevant materials. Select only those materials you wish to add to your cart.

Manually Adding Items to Your Cart

If what you need is not in our inventory, simply enter the data for your custom request under the 'Product Request Form' page and it will be added to your cart.

[Previous]   [Next]

The last introduction page describes how you to view your cart and tells you how to submit your order. In addition, it touches on how to maintain your students, addresses, and how to view your order history. Once you feel you understand how the system works, you will begin your first order.

| Start a New Order | View Your Cart | Inventory Search | Material Request Form | Order History | Your Account | Contact Us | myNHDOE | Log Out |

Welcome

Checking Out Your Requests

The 'View Your Cart' menu option will bring up a page that displays your current cart of requests for each individual student. You may modify your cart or change the student if needed on this page. Once you are satisfied, press the 'Submit Cart' button. You will be guided through the checkout process that will lead to your order being submitted to the NH Department of Education to be processed.

Other System Options

- **Maintain Students** – You may add a new student or modify an existing student
- **Maintain Addresses** – You may add a new address or modify an existing address
- **View Order History** – The NHAIM System provides many options for viewing your order history.

Next Steps

This is where you will create your first order. The next page you will be taken to is where you are going to enter your first student. Once the student, you will be taken to the Catalog Search page so you can request materials for the student. Once you are done, you may proc

Start Creating your First Order

Previous

Click here to begin your first order though the NHAIM System!

CREATING YOUR FIRST ORDER

Materials in the NHAIM System must be assigned to a student. The first step to creating an order is to assign a student to the order. Because this is your first time using the system, you will not have any students. Therefore you will be taken to a page that you will enter the name, date of birth and ship-to address for the order's student.
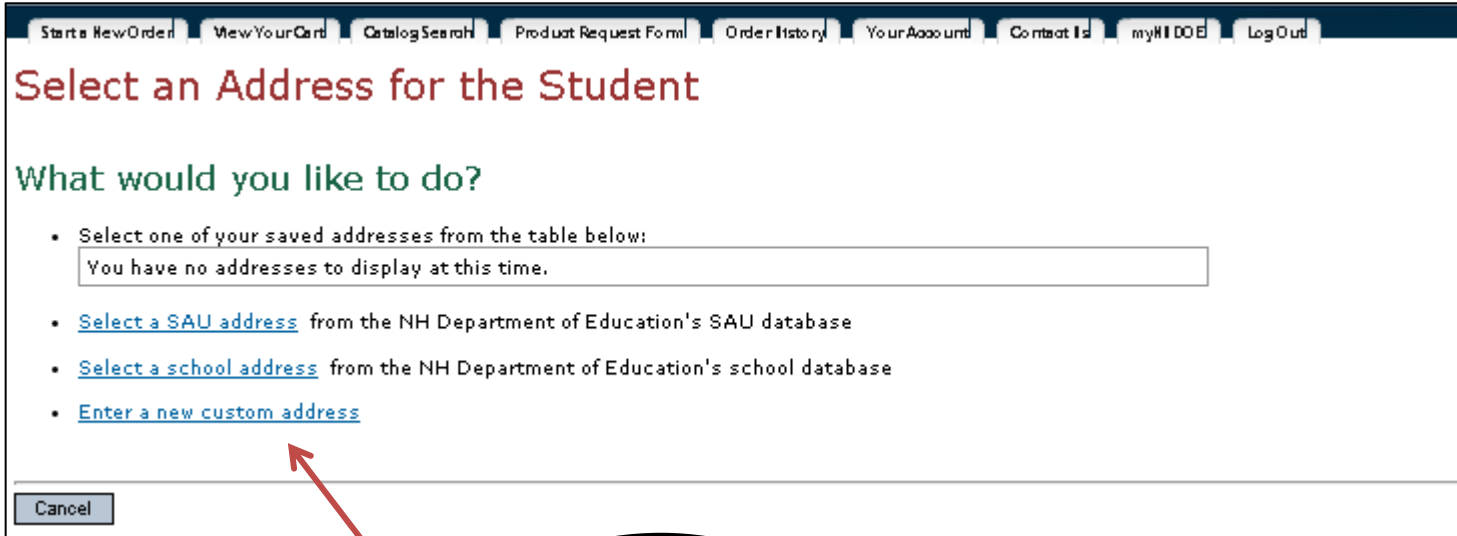
ADDING A NEW STUDENT

The first step to adding a new student is to enter the students name and date of birth. If the student is on the APH count then you need to click on the checkbox for the Is **APH Student** prompt. You will then need to assign an address to the student. Keep reading for instructions on adding a new address to your account and assigning it the student you are creating.

Start a New Order | View Your Cart | Inventory Search | Material Request Form | Order History | Your Account

Add New Student

* = Required Field

First Name: [   ] *
Middle Initial: [ ]
Last Name: [   ] *
Is APH Student?: ☐
Date of Birth: [   ] *

Address Assignment

Please indicate the address where the materials for this student should be shipped:
There is not an address for this student. Click here to add an address. *

[Save] [Cancel]

This is where you will add your student's name, date of birth, and mark if they are on the APH Count or not.

This is where you will select an address to have your materials shipped.

SELECTING A SHIP-TO ADDRESS

You have the option to search for an address by SAU or school. Additionally, if you are unable to find the address you wish to have your requested materials shipped to, you have the option of entering a new address to your account. This address will be saved under your account for any future orders.

Choose your address for each specific student here. You may search addresses by **SAU**, **school**, or you may enter a **custom address**.

ADDING A SAU ADDRESS

| Start a NewOrder | View Your Cart | Catalog Search | Product Request Form | Order History | Your Account | Contact Us | myNHDOE | Log Out |

Add a SAU Address

* = Required Field

Who will the products be shipped to?:
⦿ Yourself   ◯ Enter a name: [   ] *

Where will the products be shipped to:
No address has been selected. Search for an Address *

[Save]   [Cancel]

This is where you can choose who your materials will be shipped to. You have the option to either have the materials to yourself or someone else (i.e. the school or another teacher).

Click here to find the address you would like your materials to be shipped.

Click **Save** when you have entered the ship-to person's information correctly and are ready to continue. Click **Cancel** if you do not wish to proceed.

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After clicking on one of the ship-to options, you will be presented with a table consisting of all the addresses the state of New Hampshire has in their database. There multiple addresses to choose from. Once you have selected the address for shipping, click on the **Save** button. If you cannot find your address listed, click the **Cancel** button and select the 'Enter a new custom address' option add your desired shipping address.

Add a SAU Address

* = Required Field

Enter the Name of the SAU to Search for: [_____] [Search] [Cancel]

	SAU Name	City
Select	Adult Ed Centers	Concord
Select	Alton SAU Office	Alton
Select	Amherst SAU Office	Amherst
Select	Barnstead SAU Office	Barnstead
Select	Barrington SAU Office	Barrington
Select	Bedford SAU Office	Bedford
Select	Berlin SAU Office	Berlin
Select	Bow SAU Office	Bow
Select	Charter Schools	Concord
Select	Chester SAU Office	Chester
Select	Claremont SAU Office	Claremont
Select	Coe-Brown Northwood Academy	Northwood
Select	Colebrook SAU Office	Colebrook
Select	Colleges and Universities	
Select	Concord SAU Office	Concord
Select	Contoocook Valley SAU Office	Peterborough
Select	Conway SAU Office	Conway
Select	Coos County	W. Stewartstown
Select	Derry Cooperative SAU Office	Derry
Select	Dover SAU Office	Dover
Select	Epping SAU Office	Epping
Select	Exeter SAU Office	Exeter
Select	Fall Mountain Regional SAU Office	Charlestown
Select	Farmington SAU Office	Farmington
Select	Franklin SAU Office	Franklin

1 2 3 4 5

[Save] [Cancel]

ENTERING A NEW CUSTOM ADDRESS

If you are unable to find the address you wish to have your requested materials shipped to, you have the option of adding a new address to your account. This address will be saved under your account for any future orders.

Start a New Order | View Your Cart | Inventory Search | Material Request Form | Order History | Your Account | Contact Us | myNHDOE | Log Out

Enter a New Address

* = Required Field

Attention:	◉ Yourself ○ Enter a name: [ ] *
Organization:	[ ]
Address 1:	[ ] *
Address 2:	[ ]
City:	[ ] *
State:	NH
Zip:	[ ] *

[Save] [Cancel]

This is where you can choose who your materials will be shipped to. You have the option to either have the materials to yourself or someone else (i.e. the school or another teacher).

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SAVING THE STUDENT

Once you have entered all of the student's personal information and you have selected a ship-to address, you will need to save the student to continue. Press the **Save** button at the bottom of the page to save the student. You will be taken to a page that will allow you to search the NHAIM inventory and request materials. You are now able to request materials for the student.

Add New Student

* = Required Field

First Name: Stacey *

Middle Initial:

Last Name: Welch *

Is APH Student?: ☐

Date of Birth: 09/21/1975 *

Address Assignment

Please indicate the address where the materials for this student should be shipped: Gene Taylor
Concord High School
170 Warren St.
Concord, NH 03301-2999
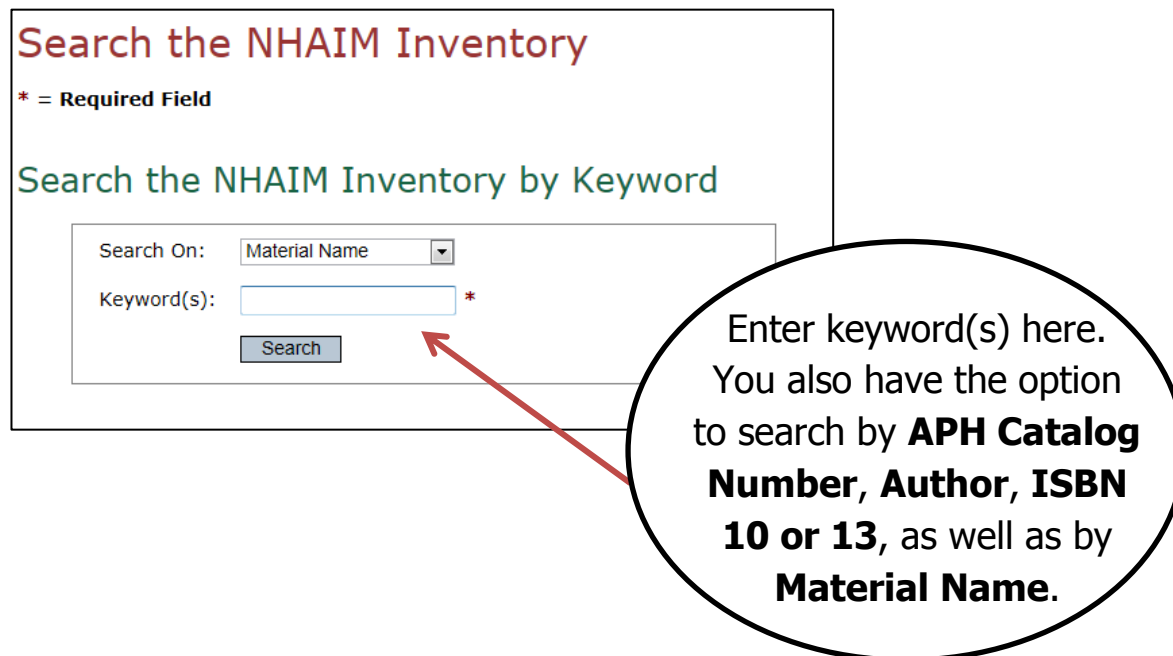
Choose a different address

Save   Cancel

SEARCHING THE NHAIM INVENTORY

When you begin to search for materials, there are two different ways it can be done. The first option is searching for materials by Keyword; the other is searching by Category.

SEARCH THE INVENTORY BY KEYWORD(S)

When searching the NHAIM System by keyword, it will allow for a search of information about the NHAIM inventory items such as ISBN or an item's name. Once you have selected what information you want to search for and you have entered in the keyword(s) to match on, the system will display a table containing any inventory items that match your criteria.

Search the NHAIM Inventory
* = Required Field

Search the NHAIM Inventory by Keyword

Search On: Material Name
Keyword(s):   *
             Search

Enter keyword(s) here. You also have the option to search by **APH Catalog Number, Author, ISBN 10 or 13**, as well as by **Material Name**.

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Search Results

Your search results for **material name** containing the following keyword(s): **algebra**

Material Name	Material Type	APH Catalog Numbers	ISBN Numbers	Author Name
Algebra 1	Book		0-395-93776-0, 978-0-3959-3776-1	
Algebra 1/Common Core	Book	L-C12056-00	0-133-18548-6, 978-0-1331-8548-5	
Algebra 2	Book	A-B0001-00	0-395-93778-7, 978-0-3959-3778-5	
Algebra 3	Book	L-C04028-00	0-130-62568-X, 978-0-1306-2568-7	
Algebra 4	Book	L-C04028-00	0-130-62568-X, 978-0-1306-2568-7	
Algebra 5	Book	L-03003-00	0-030-66054-8, 978-0-0306-6054-2	
Algebra Concepts and Applications	Book	L-C04070-00	0-078-45771-8, 978-0-0784-5771-5	
Algebra I: Homework Helper	Consumable		1-932-40962-9, 978-1-9324-0962-8	
Algebra I: Student Assignments	Consumable		1-932-40961-*, 978-1-9324-0961-1	

VIEW THE INVENTORY BY CATEGORY

Every inventory item in the system belongs to one or more categories. A category is a way to group materials together that share similar attributes. Click on the category you want to view. You will be taken to a page that either lists the NHAIM inventory items that belong to that category or the sub-categories contained within the category you selected. Sub-categories allow for more specific categorization to occur.

Browse the NHAIM Inventory by Category

Please select a category to view:

- Art Education
- College & Career Readiness
- Communication Modes
- Early Childhood Education
- English/Language Arts
- Evaluations/Assessments
- Literature
- Mathematics
- Music Education
- Physical Education
- Science/Health
- Social Studies
- Teacher Resources
- Uncategorized
- World Languages

All of NHAIM's materials fall under at least one, if not more, of the listed categories.

View Catalog by Category

Back

Category: Mathematics

Categories within Mathematics

- Algebra
- Expressions & Equations
- Functions
- Geometry
- Measurements & Data
- Number & Operations
- Ratios & Proportions
- Statistics & Probability
- The Number System

New Search

Some Categories will have Subcategories. This allows for a more accurate search of materials.

View Catalog by Category

Back

Category: Mathematics > Algebra

Materials in Algebra

Material Name	Material Type	APH Catalog Numbers	ISBN Numbers	Author Name
Algebra 1	Book		0-395-93776-0, 978-0-3959-3776-1	
Algebra 1/Common Core	Book	L-C12056-00	0-133-18548-6, 978-0-1331-8548-5	
Algebra 2	Book	A-B0001-00	0-395-93778-7, 978-0-3959-3778-5	
Algebra 3	Book	L-C04028-00	0-130-62568-X, 978-0-1306-2568-7	
Algebra 4	Book	L-C04028-00	0-130-62568-X, 978-0-1306-2568-7	
Algebra 5	Book	L-03003-00	0-030-66054-8, 978-0-0306-6054-2	
Algebra Concepts and Applications	Book	L-C04070-00	0-078-45771-8, 978-0-0784-5771-5	

Click on the material's name to view a full description of that specific material. This helps with making a more accurate decision about the material before you add it to your cart.

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VIEWING MATERIALS

Whether you located the material you are looking for by searching the inventory or by browsing the NHAIM material categories, you will need to select the item in by clicking on its name in order to view its details. The details page will display more information about an item such as images, ISBN, a description and author name.

Near the bottom of the page is a list of products you can order from the NHAIM inventory. Products are different formats for materials. A material may have products that differ by specialized format, by size, etc. Select the product that want to request for your order and click on the **Add to Cart** link. This will add the product to your cart.

Once you click on the **Add to Cart** hyperlink, you will be taken to a webpage that confirms that the item was successfully added to your cart.

Algebra Concepts and Applications

Overview

Material Type: Book
Description:
Author Name:
ISBN-10: 0-078-45771-8
ISBN-13: 978-0-0784-5771-5
Series:
Age Range:
Grade Levels:
Copyright: 2003

Choose a Product to Add to Your Cart

	APH Catalog Number	Specialized Format	Volume	Number of Pages
Add to Cart	L-C04070-00	Large Print	3	

If this is the material that you are looking for but we do not have the format you need, you may enter your request

[Return to the Previous Search Results] [New Search]

New Hampshire Department of Education

After your product has be successfully added to your cart, you will need to decide what you want to do next. You can either **Add more materials to your cart** or you may **View your cart**.

Product Added To Cart

Algebra Concepts and Applications has been successfully added to your cart.

This material request **has not** been submitted to the New Hampshire Department of Education for processing. You will need to submit your cart to create the order.

What would you like to do next:

- Add more materials to your cart
- View your cart

Note: The products in your cart are saved to the NHAIM System. You may exit the NHAIM website without losing your requests.

MATERIAL REQUEST FORM

Not every item that APH sells has been acquired by the Department of Education. Likewise, when it comes to books, APH may not carry the book you need or they may not have the book in the required format. When one of those situations arises, the Department of Education has multiple options available for obtaining those materials. You can use the **Material Request Form** page to request those materials that are not in the NHAIM inventory. Simply fill out the form as with as much details as possible and press the save button.

Material Request Form

* = Required Field

If you need to request a product that is not in the NHAIM inventory, then enter the information about that material in the form below. Please provide as much information as possible.
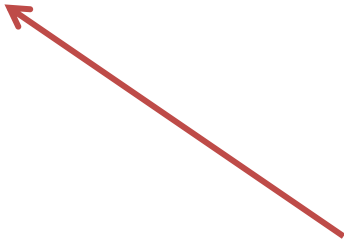
Visit APH's website

Material Name:	[_____] *
Material Type:	-- Select a Material Type -- ▾ *
Description:	[_____] *
APH Catalog Number:	[_____]
Specialized Format:	[_____]
ISBN:	[_____]
Quantity Requested:	1 *

Save   Cancel

Enter as much information about the material you are requesting here. The more information provided the better.

VIEWING YOUR CART

To view your cart, click in the **View Your Cart** menu item. You will be taken to a webpage that displays the information about the order that are creating. The cart page provides the following options:

- **View the student for whom the materials are being requested**
- **Change the selected student for the order**
- **View all of the materials for the order being created**
- **Remove materials from your cart**
- **Edit the qauntity ordered for paper, pencils and other consumable items**
- **Start the checkout process so that your materials requests will be submited to the Department of Education**

Your Request Cart

You are requesting materials for the following student:
Stacey Welch
Date of Birth: 9/21/1975

Change Student

Product Name	APH Catalog Number	ISBN Numbers	Specialized Format	Quantity	
Algebra Concepts and Applications	L-C04070-00	0-078-45771-8, 978-0-0784-5771-5	Large Print	1	Delete

Add More Materials to Your Cart   Start the Checkout Process   Cancel this Order

CHANGING THE SELECTED STUDENT FOR YOUR ORDERS

When reviewing your cart, you might discover that you meant to request the materials for a different student. The NHAIM System allows you to change the student without losing your work. Simply click on the **Edit Student Information** link and you will be taken to a webpage where you may select a different student for the order. Once you choose another student, you will return to the **View Your Cart** page.
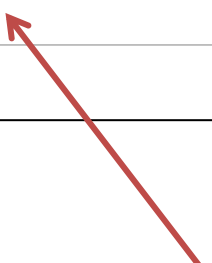
Select a Student for the Order

Please select a student for your order from the list below or add a new student.

Add a new student and update your cart

	Last Name	Middle Initial	First Name	Date of Birth	Is APH Student
Select	Welch		Stacey	9/21/1975	☐

Do you need to correct any of the student's above? Click here to edit your student's information.

Cancel

Click here to edit and make any corrections to you student's information.

CHECKING OUT YOUR CART

Clicking on the **Start the Checkout Process** button will start the checkout process. You will be taken to a page that will prompt you for two more pieces of information about the order. The first one is what phone number you can be contacted at in case there are any questions. You will only need to fill this information in the first time you create an order. In all future orders, the system will default the input box to the last phone number you entered.

The second option gives you the choice to either have the Department of Education ship the requested materials to you or if you'd prefer, you may come to the Department of Education to pick the items up yourself. If you choose to pick up the requested materials yourself, we will contact you to arrange the pickup.

Enter a contact number here that we can call and notify you when your order is complete and ready for pick-up.

Order Information

* = Required Field

What phone number can we contact you at?: [   ] *

Where do you want the order delivered?:

◉ Have the order delivered to address:

Gene Taylor
Concord High School
170 Warren St.
Concord, NH 03301-2999

◎ I will pick up the order myself at the Department of Education

[Next] [Cancel]

This is where you will choose to either have your requested materials shipped to your selected address or if you will pick them up at the DOE instead.

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Once you press the **Next** button you will be taken to an order confirmation page. The order confirmation page displays all of the information about the order you are about to submit to the Department of Education. This page will allows you to confirm the details of the order before it is submitted. It is important that you review the information for completeness and accuracy. Once you submit the order, you will be unable to change it.

Checkout Step 2 of 2

Review your Information

Please review the information below before submitting your cart to create the order. Once your cart has been submitted you will be unable to make changes to the order. If the information is correct then click on the 'Submit Your Cart and Create the Order' button below.

Your Phone Number

(603) 222-3333

Student

Stacey Welch
Date of Birth: 9/21/1975

Shipping Address

Gene Taylor
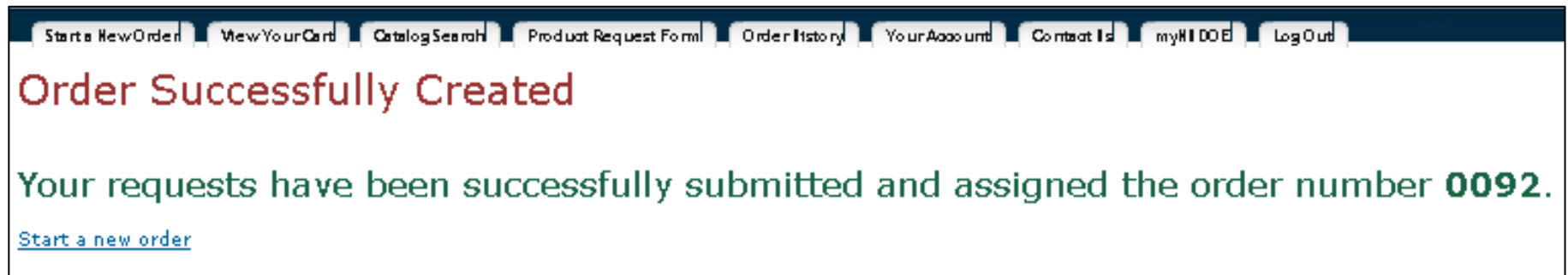Concord High School
170 Warren St.
Concord, NH 03301-2999

Requested Materials

Product Name	APH Catalog Number	ISBN Numbers	Specialized Format	Quantity
Algebra Concepts and Applications	L-C04070-00	0-078-45771-8, 978-0-0784-5771-5	Large Print	1

If the information on the page is correct, then click the **Submit your Cart and Create Order** button.

The final screen in the checkout process is a page that confirms that the order was successfully created. At this point you will receive an order number for the requests you submitted. Your requested materials, the student who will be using the materials and the shipping options you chose will all be stored together. You will be able to track the progress of the order as materials are being fulfilled.

Order Successfully Created

Your requests have been successfully submitted and assigned the order number **0092**.

Start a new order

VIEWING YOUR ORDER HISTORY

The NHAIM System provides the ability to view the history of your orders. Under the **Order History** menu option, the following options are available:

- **View Orders by Address** - View your orders by ship-to address
- **View Orders by Student** - View your orders by student
- **View Orders by Date Range** - View your orders by a date range
- **View Orders by Order Number** - Find a specific order by its order number
- **View All Orders** - View all of your order history
- **View All Requested Materials by Student** - View all of the materials that a student has requested
- **View All Requested Materials by Address** - View all of the materials that have been shipped to a specific ship-to address

MANAGING YOUR SHIP-TO ADDRESSES

To add a ship-to address or edit an existing one, select the **Manage Your Ship-To Addresses** under **Your Account** option in the main menu.

ADDING A NEW ADDRESS

To add a new address, click on the **Add a New Address** link near the top of the page. You will have the option to add one of the following types of addresses to your account:

- You may add a SAU office address. NHAIM provides the ability to search for the SAU's address that is stored in the Department of Education's database
- You may add a school address. NHAIM provides the ability to search for the school's address that is stored in the Department of Education's database
- You may type in your own address by selecting the custom address option

New Address Options

Please Choose an Address Type to Add to Your Account:

- Add a SAU address from the NH Department of Education's SAU database
- Add a school address from the NH Department of Education's school database
- Enter a new custom address

Cancel

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ADDING A SAU ADDRESS

The first step in adding a SAU address is to enter who will receive the shipments to this address. By default all requested materials at this address will be addressed to you. You have the option to enter another person's name to be the recipient of the delivery. Select the **Enter a name** option and enter the name of the person who will be receiving packages at this address. If there is more than one person at the SAU whom you will have packages shipped to, then you will need to add the SAU again as a separate address in your account.

The next step is to select the address of the SAU. Click on the **Search for an address** link. A search page will be displayed. Simply enter the town that the SAU is located in and press the **Search** button. Your search results will be displayed in table. Click on the **Select** link for SAU you want to add to your account.

The final step to adding the SAU is to press the **Save** button at the bottom of the page. The school address will be added to your account and the system will return you to the **Manage Addresses** page.
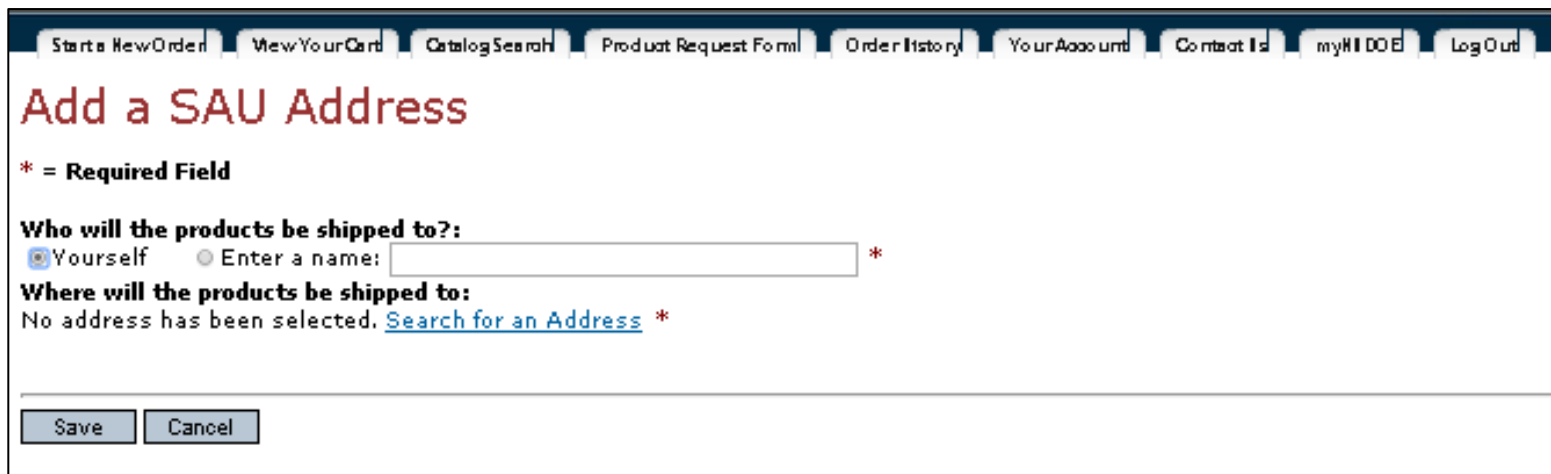
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Add a SAU Address

* = Required Field

Enter the Name of the SAU to Search for: [   ] [Search] [Cancel]

	SAU Name	City
Select	Adult Ed Centers	Concord
Select	Alton SAU Office	Alton
Select	Amherst SAU Office	Amherst
Select	Barnstead SAU Office	Barnstead
Select	Barrington SAU Office	Barrington
Select	Bedford SAU Office	Bedford
Select	Berlin SAU Office	Berlin
Select	Bow SAU Office	Bow
Select	Charter Schools	Concord
Select	Chester SAU Office	Chester
Select	Claremont SAU Office	Claremont
Select	Coe-Brown Northwood Academy	Northwood
Select	Colebrook SAU Office	Colebrook
Select	Colleges and Universities	
Select	Concord SAU Office	Concord
Select	Contoocook Valley SAU Office	Peterborough
Select	Conway SAU Office	Conway
Select	Coos County	W. Stewartstown
Select	Derry Cooperative SAU Office	Derry
Select	Dover SAU Office	Dover
Select	Epping SAU Office	Epping
Select	Exeter SAU Office	Exeter
Select	Fall Mountain Regional SAU Office	Charlestown
Select	Farmington SAU Office	Farmington
Select	Franklin SAU Office	Franklin

1 2 3 4 5

[Save] [Cancel]

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ADDING A SCHOOL ADDRESS

The first step in adding a school address is to enter who will receive the shipments to this address. By default all requested materials at this address will be addressed to you. You have the option to enter another person's name to be the recipient of the delivery. Select the **Enter a name** option and enter the name of the person who will be receiving packages at this address. If there is more than one person at the school whom you will have packages shipped to, then you will need to add the school again as a separate address in your account.

The next step is to select the address of the school. Click on the **Search for an address** link. A school search page will be displayed. Simply enter the town that the school is located in and press the **Search** button. Your search results will be displayed in table. Click on the **Select** link for school you want to add to your account.

The final step to adding the school is to press the **Save** button at the bottom of the page. The school address will be added to your account and the system will return you to the **Manage Addresses** page.
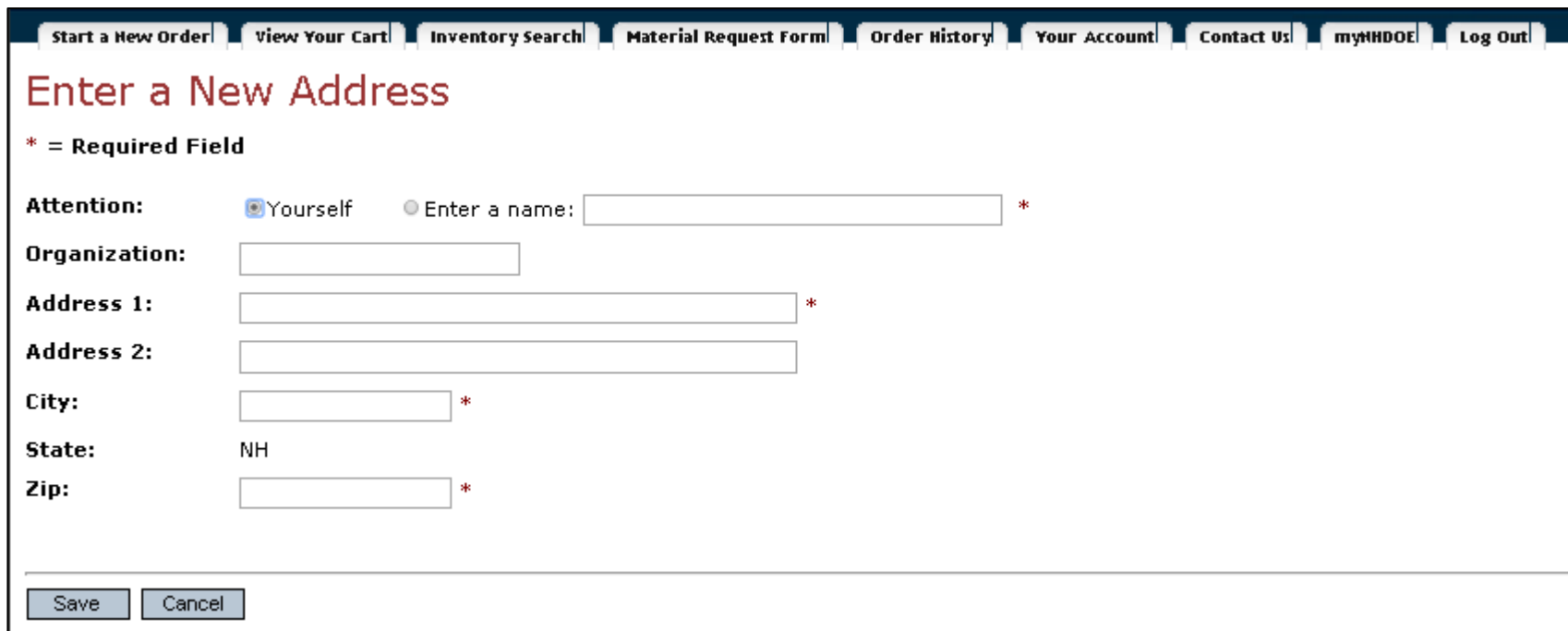
Add a SAU Address

* = Required Field

Enter the Name of the SAU to Search for: [   ] [Search] [Cancel]

	SAU Name	City
Select	Adult Ed Centers	Concord
Select	Alton SAU Office	Alton
Select	Amherst SAU Office	Amherst
Select	Barnstead SAU Office	Barnstead
Select	Barrington SAU Office	Barrington
Select	Bedford SAU Office	Bedford
Select	Berlin SAU Office	Berlin
Select	Bow SAU Office	Bow
Select	Charter Schools	Concord
Select	Chester SAU Office	Chester
Select	Claremont SAU Office	Claremont
Select	Coe-Brown Northwood Academy	Northwood
Select	Colebrook SAU Office	Colebrook
Select	Colleges and Universities	
Select	Concord SAU Office	Concord
Select	Contoocook Valley SAU Office	Peterborough
Select	Conway SAU Office	Conway
Select	Coos County	W. Stewartstown
Select	Derry Cooperative SAU Office	Derry
Select	Dover SAU Office	Dover
Select	Epping SAU Office	Epping
Select	Exeter SAU Office	Exeter
Select	Fall Mountain Regional SAU Office	Charlestown
Select	Farmington SAU Office	Farmington
Select	Franklin SAU Office	Franklin

1 2 3 4 5

[Save] [Cancel]

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ENTERING A NEW CUSTOM ADDRESS

If the address you need to ship your materials to is neither a school nor a SAU, you have the ability to enter the address in yourself. By selecting the **Enter a new custom address** option you will be taken to a page where you may enter the address. Fill in the fields on the form and then press the **Save** button. The address will be added to your account.

EDITING AN EXISTING ADDRESS

The manage websites page lists all of the addresses in your account. To edit one of those addresses click on the **Edit** link for the address to be edited. You will be taken to a webpage to either edit the SAU address, school address or the custom address depending on the type of address. The address edit pages function in the same manner as they do in **Add a New Address** section of this document.

DELETING AN ADDRESS

To delete an address, click on the **Delete** link to the left of the address you want to delete. You will be prompted to confirm that you want to delete the address. If you approve the deletion, the address will be removed.
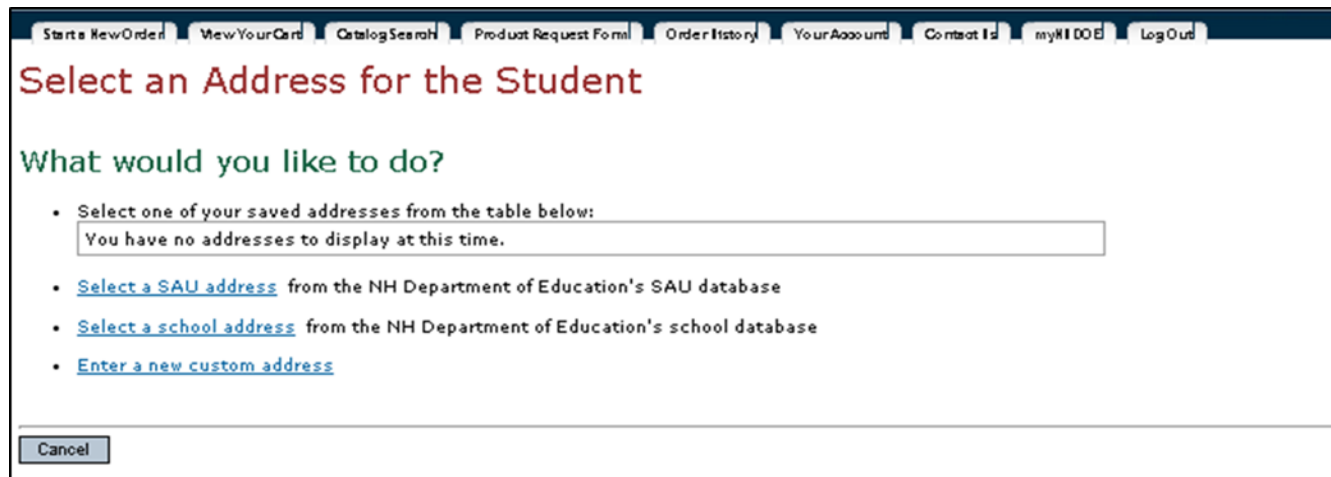
NOTE: It is likely that most or all of your addresses have a disabled Delete link. When an address is in use by one or more of your students, it cannot be deleted.

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MANAGING STUDENTS

To add a new student or to edit an existing one, select the **Manage Your Students** option under **Your Account** in the main menu.

ADDING A NEW STUDENT

To add a new student, click on the **Add a New Student** button. You will be taken to a web page where you may enter the information for a student. The first step to adding a new student is to enter the student's name and date of birth. If the student is on the APH count then you also need to click on the checkbox for the **Is APH Student** prompt. You will then need to assign an address to the student.

To assign an address to the student, go to the **Address Assignment** section of the webpage. Clicking the hyperlink to assign an address will display a page that gives you the option to link one of your existing

addresses to the student or to add a new address to assign to the student. All of your options will be listed in a bulleted list under the '**What would you like to do?'** header. The first bullet displays a table of all of your existing addresses. To assign one of those addresses to the student, click on the **Select** link for the address. The other three bullets are options for adding a new address to the system. The [Manage Your Ship-to Addresses](#) section of this document contains the details for adding a new address.

Once the all of the information for the student has been entered, you click the **Save** button to add the student to your account.

EDITING AN EXISTING STUDENT

The **Manage Students** page displays a table of all the students belonging to your account. To edit a student, click on the **Edit** link next to the student you want to edit. You will be taken to a page that will enable to you change the student's personal information, APH status and the student's address.

DELETING A STUDENT

To delete a student, click on the **Delete** link to the left of the student you want to delete. You will be prompted to confirm that you want to delete the student. If you approve the deletion, the student will be removed.

Some of your students may have a disabled **Delete** link. When the student is in use either in your cart or in an order that is still open, the student cannot be deleted.