

LEO BAECK SCHOOL SUPPLIES 2010/2011

ONLINE ORDERING INSTRUCTIONS

Leo Baeck Web Address:

<http://www.cisgroup.ca/officecentral/schoolsupply/leobaecks.html>

SK and Grade 1: No supplies required as they will be provided by Leo Baeck.

Grade 2 User ID:	LEO BAECK SOUTH	Password:	GR002S
Grade 3 User ID:	LEO BAECK SOUTH	Password:	GR003S
Grade 4 User ID:	LEO BAECK SOUTH	Password:	GR004S
Grade 5 User ID:	LEO BAECK SOUTH	Password:	GR005S
Grade 6 User ID:	LEO BAECK SOUTH	Password:	GR006S
Grade 7 User ID:	LEO BAECK SOUTH	Password:	GR007S
Grade 8 User ID:	LEO BAECK SOUTH	Password:	GR008S

Online orders will end on June 30th. Orders will NOT be accepted after June 30th. All orders MUST be picked-up from Leo Baeck on Wednesday September 1st, 2010 between 3:00pm and 7:30pm. If you are unable to pick-up on this date, you must arrange to have someone else do so on your behalf as the school has no storage capacity.

Getting started:

1. Go to <http://www.cisgroup.ca/officecentral/schoolsupply/leobaecks.html> and select the grade for which you are ordering supplies.
2. Enter grade appropriate "User ID" and "Password" (not case sensitive)
3. Click on "Submit"

Ordering Screen:

Once at the ordering screen you will have to enter the following information:

1. "Student Name" (First and Last)
2. "Phone Number"
3. "Email Address"

Orders will not be processed without this information and you will be directed back to these fields if they are left blank.

Order Options:

1. To order the "COMPLETE PACKAGE" check the box at the top of the order form in the big **RED** lettering.
2. To order **most of the order** then select the "COMPLETE PACKAGE" which will fill in all the required items and then simply **unselect** the items that you do not want by deleting the "Order Quantity" beside the items that you do not want.
3. To **increase or decrease quantities** per item simply highlight the item in question, key in the "Order Quantity" you want and hit TAB or click in any other area and the change will be accepted and automatically updated in "Totals" at the bottom of the order.

You can clear all of your selections at any time with the CLEAR ORDER button at the bottom of the page.

Payment and Checkout:

Once you are done, you will be able to make payment for the order at the bottom of the page. There will be a checkout option (Confirm Order) which will take you to a payment form for Visa or Mastercard. Once completed you will get a confirmation sent to your email with a copy of the order.

Please make sure to print your order for your records.

All orders MUST be picked-up from Leo Baeck on Wednesday September 1st, 2010 between 3:00pm and 7:30pm. If you are unable to pick-up on this date, you must arrange to have someone else do so on your behalf as the school has no storage capacity.