

Dear Students,

The *EdTech* bookstore will open on July 8th, 2019. The *EdTech* store has, ALL of our textbooks, both print and **digital**, available.

Some of your courses have selected digital texts for their classes for the 2019-2020 SY. In these classes, the digital text may replace a previously used print text. **If SCA has listed the digital form of a textbook as the required text for a course, the digital text is the one that must be purchased from the EdTech bookstore.** In most cases, the digital edition is at a reduced cost of the former printed text. If you have a hardback or paperback version, it is not the one the teacher will be using or on which he/ she will be basing classroom interaction.

Moving forward, each of the new adoptions of textbooks starting with the 2019-2020 school year will be digital, i.e.,

Spanish I  
Spanish II  
Spanish III  
Spanish IV  
MS Math 6 (Digital and Print Package)  
Algebra I (Digital and Print Package)  
Algebra II (Digital and Print Package)  
Honors Algebra II (Digital and Print Package)  
Geometry (Digital and Print Package)  
Honors Geometry (Digital and Print Package)  
Biology  
Chemistry



Students, please note that book titles, publishing year (edition) and authors of the text will be provided on our MY SCA website. All other publishing information will be found on the EdTech website.

SCA wants to ensure that you have access to your ebooks on the first day of school, so please set up your account information as soon as you can. EdTech Software is committed to providing our families with the finest experience for purchasing both print and digital.

# How to Place an Order

**Step 1:** Log into your school's bookstore at [sca.shelfit.com](https://sca.shelfit.com), with your school-issued email address.

**Step 2:** To purchase books, select the store option in the left-hand sidebar.

**Step 3:** If you have a Required Course Materials Fee, this fee will already be in your shopping cart. You can click on View Course Materials to see what's included in this fee.

**Step 4:** Click on the blue **View Course Materials** link to see what ebooks are included in your Required Course Materials Fee.

**Step 5:** The courses listed separately, beneath the Required Course Materials Fee, have additional books needed that must be added to your cart individually. To add a book to your cart, click the green **Add To Cart** button.

**Step 6:** After clicking the Add To Cart button, a box will appear showing the quantity currently in your cart. You can click on this box to change the quantity in your cart.

**Step 7:** Add any additional books you may need for this course to your cart. The word "Required" next to a book means that your school is requiring that you have this book for class.

**Step 8:** To purchase books from another department, repeat steps 2 through 6 as listed above. When you're ready to check out, click the green Proceed To Cart button at the top or bottom right of the screen.

**Step 9:** Once you've added your books, view your shopping cart and you will see your items. You may see books fulfilled by either EdTech or Amazon.

**Step 10:** In the checkout window, enter your billing information. All required fields have a red asterisk next to them. When all required fields have been completed, click the **Continue** button.

**Step 11:** Select either an internal credit or a credit card as your payment option. To pay with a credit card, complete all required fields and click the green Continue button.

**Step 12:** Confirm that all information is correct, and click the green **Place Order** button.

**Step 13:** A window will pop up asking you to confirm or cancel your order. If you're sure that your order is correct, click the green Confirm button.

**Step 14:** Once your order has been placed, our system will generate an order number for you. Please keep a record of this number, as it will be very helpful if you have any need to contact Customer Support.

**Step 15:** If any of your books are being fulfilled by Amazon, you'll see a separate checkout step after completing your initial purchase. Click the green **Checkout on Amazon** button.

**Step 16:** You'll now be directed to your Amazon shopping cart. Click the **Continue** button to finish checking out. If you have an Amazon account you can log in now.

**Step 17:** Enter your billing information. When all required fields have been completed, click the **Continue** button.

**Step 18:** Choose a shipping option and click the **Continue** button.

**Step 19:** To pay with a credit card, complete all required fields and click the **Continue** button.

**Step 20:** Confirm that your order is correct and click the **Place your order** button.

## If you have questions or need help please contact

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