Textbook Ordering Information

Each year, we strive to streamline the book ordering process, but we recognize that there are still many details and steps to remember. Please follow the detailed instructions provided even if you have purchased student books in previous years. If you need additional assistance, contact our iPad coordinator, Mrs. Vanessa Tucker.

Important Dates

August	Counseling office re-opens for schedule changes/advising appointments
	To schedule, grades 11-12, click here
	To schedule, grades 9-10, click here
August 17	Bookstore opens for students in grades 10-12
August 27	Freshmen parent information night and iPad distribution (optional for students) in Kohler
August 28	iPad support with Mrs. Tucker available in Library, 1:00-4:00 pm
August 29	iPad support with Mrs. Tucker available in Library, 8:30-11:30 am
September 4	Freshmen first day of school
September 5	First day of high school classes (please purchase and download books prior to first day of classes)

Important Information

- You will use your student's iPad to purchase and download all books
- **Freshman** can purchase books AFTER they receive their iPads at orientation on **August 27** at 7:00 pm. All necessary credentials (user names, passwords, etc.) will be distributed with the iPads. This session is oriented toward parents, but students are also welcome to attend.
- **For grades 10-12**, the bookstore opens on **August 17**, and all are encouraged to purchase and download your books as early as possible; however, **if you think you may be making a schedule change**, please wait until you meet with your counselor and your schedule is revised (allow 24 hours for new schedule to be uploaded before attempting to purchase books)
- Families with multiple students at St. Francis High School will need to complete a separate purchase for each student using that student's iPad and credentials

Step-By-Step Instructions

Part I: Getting Set Up

- Before you begin, make sure you have the following items:
    - Your student's iPad
    - Student schedule for reference (available through ParentsWeb or during counseling appointment)
    - Student's email and password for log-in
    - Student's apple ID and password (should be the same as student email and password)
    - St. Francis book list for 2018/19, see attached
    - A credit or debit card (iTunes gift cards may be used for some purchases)
    - Internet access
- Next, log on to Securly, the schools' content filtering system
    - Turn on your iPad and tap Settings
    - Scroll down and tap on Safari
    - Scroll down and tap on Advanced
    - Tap Website Data (may need to wait for it to load)
    - Tap Remove Website Data
    - Hit Home button to return to main screen
    - Open Safari and type in a website address such as www.tadl.org or www.gtacs.org; you should be redirected to the Securly Student Log-In
    - Choose Login with Microsoft Azure AD

- o Enter student email and password; check the box to stay signed in
  - o You should now be able to access appropriate websites; however, you may need to repeat this process from time to time
- Verify that you are logged in with your student Apple ID in order to link with previous purchases
  - o Open Settings, click iTunes and App Store
  - o The Apple ID should match your @student.gtacs.org account information

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GUIDE TO ELECTRONIC TEXTBOOK TYPES

iBooks are an Apple product & will appear with a link to "Buy from Apple." You can click on that link and purchase using your student Apple ID. You will also have to enter a credit card or iTunes gift card. If you do not wish to have your credit card linked to the student's Apple ID, be sure to remove the account information from your student's Apple ID Settings after all purchases are made.

eBooks are an EdTech/ShelfIt product and you will see the individual titles appear in your shopping cart. These will later be accessed through the EdTech Shelfit Reader app on your iPad.

Print books can be purchased through the ShelfIt website OR you may use the links provided to purchase directly from Amazon OR you may purchase them from someone you know; please refer to the current booklist to make sure that you have the correct ISBN if you purchase from other sources.

Part II: Purchasing and Downloading Books

- Using Safari on your student iPad, go to the online bookstore by EdTech at fra.shelfit.com
  - o Note: no "www." before this web address
- Log in using the student GTACS email address and password (e.g., email smithjo08@student.gtacs.org, password 31TCSFJo)
  - o If you cannot remember your student password, please use the "Forgot Password" option to reset it
- Click on "Store"
- In section 3, you should see books and courses based on your student's schedule
  - o Please cross reference/verify info against your copy of your schedule
  - o If something is missing, use the drop down menus to search for books by department
  - o Remove any books your student already owns (e.g., if your student took Algebra I last year and is taking College Prep Algebra this year, it is the same book)
  - o Books come in a variety of formats – iBooks, eBooks, and print/hard copy; for more information about these formats, see below
  - o Although the fra.shelfit.com web store will serve as the portal you may be directed to purchase some books through other websites such as iTunes or Amazon.com; in some cases, you will have a choice and you can make your own selection based on price or other factors
  - o Latin I or II books will be represented by "Required Course Materials Fee"
  - o Students taking classes at the college should refer to their textbook instructions and time tables
- Add the books you want to purchase to your cart
  - o For ebooks or print books purchased from the EdTech ShelfIt site, click "Proceed to Cart."
  - o Complete billing and payment information; review your order and complete your purchase
  - o For iBooks, click on the link to purchase from Apple; this may require separate transactions on your credit card which may trigger fraud prevention policies on the part of your bank
  - o For Amazon.com, log in using your Amazon account or check out as guest
- You may wish to delete your credit card information or Amazon account information
- Verify book purchases
  - o For books purchased from fra.shelfit.com, you will need the ShelfIt Reader app. Students who had an iPad in the past probably already have this app; other students can download it (free) through the App Store; it is white with blue stripes.
  - o For books purchased from Apple iTunes, you will access then via iBooks. Choose "Use iCloud" when you open iBooks and you should find your books there on your "bookshelf."