



# 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 17	Online Bookstore opens for students in grades 10-12
August 26	Parent iPad Pick up for 9 <sup>th</sup> grade & new students in SF Library. 9-11am and 5-7pm
September 2	iPad/Bookstore drop-in support hours with Mrs. Tucker available in Library, 8:30-11:30 am
September 3	iPad/Bookstore drop-in support hours with Mrs. Tucker available in Library, 8:30-11:30 am
September 8	Freshmen first day of school
September 9	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.
- **Freshmen and new students** can purchase books AFTER they receive their iPads and login information at Parent iPad pick up on **August 26**. All necessary credentials (usernames, passwords, etc.) will be distributed with the iPads.
- **For grades 10-12**, the bookstore opens on **August 17**, and you 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.
- 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 (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 2020/21, see attached
  - A credit or debit card (iTunes gift cards may be used for some purchases)
  - Internet access
- Next, launch Safari and verify that you are connected to the Internet  
\*If you encounter a server connection error, please see the Internet Troubleshooting Tips at the end of this document.
- Verify that you are logged in with your student Apple ID in order to link with previous purchases
  - Open Settings, click iTunes and App Store
  - The Apple ID should match your @student.gtacs.org account information

### Part II: Purchasing and Downloading Books

- Using Safari on your student iPad, first go to Amazon and log in with a personal Amazon account.
  - The print books available in on our online store, are also available at a more affordable price through Amazon. As you proceed, you will be given the option to add these books to your Amazon cart if you wish.
- Open a new tab and log in to the online bookstore by EdTech at [fra.shelfit.com](http://fra.shelfit.com)
  - Note: no "www." before this web address
- Log in using your student GTACS email address and password (e.g., email: smithjo08@student.gtacs.org, password: 31TCSFJo). If you cannot remember your password, please use "Forgot Password" to reset it.
  - **All 9<sup>th</sup> grade and new students:** your password & iPad will be provided at iPad Pick up on August 26th.
- Once you are logged into the online bookstore at fra.shelfit.com, select **Store** in the left-hand sidebar.
- Click the dropdown menu located under **Select A Department** and select your first department.
- A list of courses will appear below. Select the first course for which you'd like to purchase books.
- To add a book to your cart, click the green **Add to Cart** button.

- Books come in a variety of formats – iBooks, eBooks, and print/hard copy; for more information about these formats, see “Guide to Electronic Textbooks” below.
- 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 (Buy from Apple) or Amazon.com; in some cases, you will have a choice and you can make your own selection based on price or other factors.
- Students taking classes at the college should refer to their textbook instructions and timetables.
- Repeat the steps above as needed until all the books you need are either in your cart or have been purchased through Apple.
  - When ready, click “Proceed to Cart.”
  - From here, you can click the green Checkout on Amazon button to complete the purchase of any print books you wish to buy on Amazon. Students taking Catholic Apologetics, will also use this option to purchase their Kindle book.
  - If you are purchasing an e-book (such as Physical Science) through EdTech Shelfit Store, you will need to complete billing and payment information on the EdTech website, review your order and complete your purchase. EdTech eBooks will show up in the Shelf It app on your iPad.
  - Due to limited availability, certain iBooks will need to be paid for through the EdTech website this year. This is the case for Algebra, Geometry, Biology and Chemistry. After you purchase one of these books, you will need to download the code through the online bookstore. Click on “Shelf”, then “External Ebooks” and then on the iBook’s cover. Follow the instructions that are displayed to finish downloading the books. After completing the steps, your iBooks will show up in the orange and white Books app on your iPad. Note: Algebra 2 will be offered for free in an e-text version. This book will be automatically loaded on the shelf for all Algebra 2 and Honors Algebra 2 students. After downloading this book, it will be accessed through the Shelf It app on your iPad.
  - For all other iBooks, click on the link to Buy from Apple; this may require separate transactions on your credit card which may trigger fraud prevention policies on the part of your bank.
- You may wish to delete your credit card information or Amazon account information when finished.
- Verify book purchases
  - For eBooks 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.
  - For iBooks purchased from Apple iTunes, you will access them via the orange Books app on your iPad. Choose “Use iCloud” when you open iBooks and you should find your books there on your “bookshelf.”

## GUIDE TO ELECTRONIC TEXTBOOK TYPES

**Print books** use the links provided to purchase directly from Amazon using a personal/family account. **Please refer to the current booklist to make sure that you have the correct ISBN** if you purchase from other sources.

**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. Be sure to remove the account information from your student’s Apple ID Settings after all purchases are made. These books will show up in the orange Books app on your iPad.

**iBook (EdTech – Redeem Code)** – these will be paid for through the EdTech website (fra.shelfit.com). Then through the online store, you will click on “Shelf”, “External Books” and follow the steps to download the code. After downloading the code and following the directions that are displayed, these books will show up in the orange Books app like the other iBooks.

**eBooks (EdTech)** 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. \**Physical Science* for all 9<sup>th</sup> graders is an example of an EdTech eBook.

\*Algebra 2 – no purchase is necessary for this text. EdTech will automatically load the free e-text version to the shelf of students in Algebra 2 & Honors Algebra 2. After downloading, you can access this through the Shelfit app.

\*Students taking **Catholic Apologetics**, will purchase the Kindle version of *Men and Women are from Eden*, on Amazon using a personal or family account. Then they will access that book through the Kindle app on their iPad. The credentials used to login to the app need to match the ones they used to make the purchase on Amazon.

## **INTERNET TROUBLESHOOTING STEPS**

Please try the following steps if you are having trouble accessing the internet.

1. **Hard Reset.** Hold down the Home button and Power button together. Keep holding and don't release until the screen goes black AND the apple logo appears.

### **2. Turn OFF Prevent Cross-Site Tracking**

Open Settings

Click Safari

Turn "Prevent Cross-Site Tracking" OFF

### **3. Clear your Web Data and log back on to Securly.**

Open Settings

Click Safari

Click Advanced

Click Website Data

Remove All Website Data

\*Then open up Safari and type in: [unsafewebsite.com](http://unsafewebsite.com)

This will bring up a blocked page, but it will also authenticate you with Securly (which is what we want).

Now close that and open up a new page & you should be good to go!

### **4. Software Update**

Plug your device into power and make sure you're connected to WiFi

Open Settings

Click General

Click Software Update

Tap Download and Install

If asked, enter your passcode

### **5. Reset Your Settings**

Open Settings

Click General

Click Reset

Select Reset All Settings (\*Be Careful NOT to choose Erase All Content and Settings)

This will power your iPad off and back on. You will lose your wallpaper picture, but no other media will be erased. This usually fixes any glitches.