



## INSTRUCTIONS FOR USING THE BOOKSTORE

K12 Student Direct is the official partner of your school in the operation of its bookstore. The following is a guide to navigating the online bookstore.

*Note: Please make sure your browser is up to date to ensure proper functioning.*

### LOGGING INTO YOUR ACCOUNT **Your account is already created for you. Log in with this information. You do NOT need to create a new account.**

Go to [www.K12SD.com](http://www.K12SD.com). Log into your account, your username will be your Rosary email address and password is your school ID number followed by your school ID number twice.

Example: Karla Reyes (school ID 1234)

Username: kreyes@rosaryroyals.org

Password: 12341234

### FIND YOUR COURSE MATERIALS

The list of courses to which you're assigned will appear in MY COURSES. You may also search for courses and materials individually. Used and rental options will be displayed when available as well as digital options. Add items to your cart one-at-a-time by selecting ADD TO CART or as a group by choosing ADD SELECTED ITEMS TO CART. Select the SHOPPING CART button in the upper right portion of the screen to access your cart.

*Please note: eBook/online book is required. Print version is optional for most courses. If purchasing a bundle (eBook and print materials) option, please note that the printed copy is not refundable.*

### CHECKOUT PROCESS

1. After reviewing the details of your cart, select CHECKOUT.
2. Complete shipping contact and address and select a delivery method.
3. On the next page, review the details of your order and choose a payment method, filling-in the appropriate fields. Once you are confident in your order, select to CONFIRM PURCHASE.
4. A confirmation page will be displayed for the order and emailed to you. Please note your Order Number. Orders placed by credit card will be processed right away. If you choose to pay via cashier's check or moneyorder as your payment method please note that your order will be held until payment is received. Personal checks are not accepted.

### RETURNS

Students have fourteen days from the school's course drop/add date (August 24) to return books. Books sent back for a refund must be returned in the same condition in which they were received. Additional info [on the website](#).

### HAVE QUESTIONS?

A list of answers to frequently asked questions is available on the bookstore website.



Contact K12 Student Direct:  Call: (877) 560-2651 

## USING YOUR eLIBRARY

When you purchase digital books, your personal eLibrary serves as one central location for access to those books, no matter the format or access type. Digital books come in many different formats. Many aren't 'books' in the traditional sense of the word. Some have more in common with an interactive application than they do with a traditional printed textbook. As a result, access to the book isn't always as simple as downloading a text.

The eLibrary platform is designed to centralize that process as much as possible, but it does mean that you may be using a few different platforms and apps to access your books. If you run into any trouble, we are here to help!

Basic information about the title including the format.

The access credentials: some will display as a link to download the file while others may display as a combination of usernames, passwords, or codes to access the product on an external website or app. You must confirm that you've read the instructions to 'release' the credentials.

**Access Credentials**

Status: [Access eBook](#)

UserName:

Password:  [Edit Stored Credentials](#)

Extended information, including duration of license and device compatibility.

A note on processing time: It may sometimes take time to process an order because there is backend set up that we need to do on our side to get your product classroom-ready. We ask for your patience and assure you that we will do everything possible to get your book to you in time for the start of school.