

INSTRUCTIONS FOR ORDERING TEXTBOOKS

Visit the Regina High School online bookstore at
<http://www.studysource.com/reginahighschool>

1. Sign in using the username and password below.
Username: the Username is the student's first initial and last name (i.e. bgittler)
Password: the Password is the students grade followed by the 3 digit ID number for Regina High School (i.e. 09001) Each password is 5 digits.
2. After logging into the website you will be asked to verify your email address. This is used to send shipping details, tracking info, any back order status, etc. Once you enter your email address and click **Submit**, you will be instantly emailed a verification code. The verification code must be entered in the box which will appear just below the email box where you have just entered your email address. Then hit the **Submit** button again Please note, the code is sometimes delivered to your Spam Folder if your spam settings are high!
3. Next, you will be asked to update your shipping address; you may also change your password from this screen. After you have updated your information click on the **Submit** button
4. You will then be taken to the home page for the Regina book store. This will bring up all course numbers and names of the courses
5. Using your schedule you will select the courses by clicking the box next to them. Once you have selected the courses you'll need books for you , click on the **Show Books** button.
6. The **Show Books** button will list all of the titles needed for the chosen classes. You then pick the condition, used or new, that you would like to purchase. If there are no used books available, that box will be grayed out.
7. After making your selections, click on **Add Checked to Cart**.
8. **Shopping Cart** – This page will allow you to review all items you have selected for purchase. Once you have reviewed the book information, simply click the **Go To Checkout**
9. Continue through the check out process. Payment may be made with PayPal or a credit card.

Help: To access information regarding site functions click on the **Help** tab from any page on the studysource.com website.

MAKE SURE TO SHOP EARLY TO GET THE BEST SELECTION OF USED BOOKS!!!

If there are any questions please call studysource.com Customer Service Department at 866.325.2437 or call Regina High School's Online Bookstore Coordinator Brenda Gittler at 586.585.0500 ext 248

Brenda Gittler's office hours in August will be August 6,7,11,13,18,20 & 22 from 10:00 A.M. to 2:00 P.M. If you call for assistance and Brenda is not available, please leave a detailed message along with your phone number where you can be reached between 10:00 A.M. and 2:00 P.M and she will return your call.