



How to create your user account in the WebStore

It is not necessary to create an account to browse through the store, but everyone who wishes to purchase something must have a user account.

To learn more about how to access or create your account, click the appropriate option:

- [I am a student at this school.](#)
- [I am a member of the faculty/staff at this school.](#)
- [I am a parent, guardian, relative, friend or member of the community.](#)
- [I am a member of the community, not purchasing for a student.](#)

If you are a student or a member of the faculty/staff at this school, your User account has already been created.

Student Accounts in the WebStore

1. To login, your username is your Student ID number. If you are reading the student number from an ID card and it has leading zeros, do not include the zeros. For example, if your student number is 0001234, just type in 1234.
2. The initial password is set to student's first initial plus last name. For example, the password for Susie Smith would be ssmith. After you have logged in, you can change your password.

Login

First time here?
Set up your online access
 Quick Start Guide

Sign on:

Username: [Forgot Username?](#)

Password: [Forgot Password?](#)

Remember me



Faculty/Staff Accounts in the WebStore

1. To login, your username is your Faculty/Staff ID number. If you are reading this number from an ID card and it has leading zeros, do not include the zeros. For example, if your ID number is 0001234, just type in 1234.
2. The initial password is set to student's first initial plus last name. For example, the password for Susie Smith would be ssmith. After you have logged in, you can change your password.

A screenshot of the 'Login' page. At the top, it says 'Login'. Below that, it asks 'First time here?' and offers a 'Set up' button for 'Set up your online access' and a 'Quick Start Guide' link. The main section is 'Sign on:' with a lock icon. It has 'Username:' and 'Password:' labels. The 'Username:' field contains '1234'. The 'Password:' field contains 'ssmith'. There are links for 'Forgot Username?' and 'Forgot Password?'. At the bottom, there is a 'Remember me' checkbox (checked) and a 'Sign on' button.

Please note: Your school may import faculty and staff information differently; if this does not work, please ask the web store contact person at your school.



Parent/Guardian or other Accounts linked to students in the WebStore

1. As a parent or guardian, you can set up an account for yourself and then link students attending this school to your account. First, create an account for yourself. On the Login page, click “Set up.”

Login

First time here?
Set up your online access **Set up**
[Quick Start Guide](#)

Sign on: Invalid Login Details
[Forgot Username?](#)
Username:

Password: [Forgot Password?](#)

Remember me **Sign on**

2. On the next page, enter your Billing Information and create a username and password. Click on “Create Account.”

Billing Information

First Name: *

Last Name: *

Company Name:

Address 1: *

Address 2:

City:

State or Province:

Postal Code:

Country:

Phone:

Email Address:

Account Information

Username: *

Password: *

Confirm Password: *

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Create Account



3. After receiving a message that your account was added successfully, you will see a message stating that many items in this store can only be purchased by or for students who are enrolled in this school. At this point, you have the option of adding students to your account. Click on “Yes, add student to my account.”

Yes, add student to my account.

No, return to previous page.

4. This redirects to the Students tab in My Account Section. Click on “Add Student.” Enter the student information and click on Update Student Entry.

➤ **Add Student**

Hint - Student information is initially uploaded to the WebStore in the following manner:

- 1. Student ID Number - For example, 123456 or 00123456**
- 2. Password - First initial, Last Name - For example, the password for Sally Smith is ssmith**

Student ID Number:

Password:

5. You will then receive a message saying the student was successfully added. Now, you will be able to purchase items for this student. This is important because some items in the store may only be available to current students at the school.



Community Member in the WebStore

1. As an outside individual, you can set up an account for yourself and then make purchases. To do this, click “Set up” on the Login section.
2. On the next page, enter your Billing Information and create a username and password. Click on “Create Account.”
3. You will receive a message saying your account was added successfully. That’s it!

Login

First time here?
Set up your online access **Set up**
[Quick Start Guide](#)

Sign on: Invalid Login Details
[Forgot Username?](#)
Username:

[Forgot Password?](#)
Password:

Remember me **Sign on**

Billing Information

First Name: *

Last Name: *

Company Name:

Address 1: *

Address 2:

City: *

State or Province:

Postal Code:

Country:

Phone:

Email Address:

Account Information

Username: *

Password: *

Confirm Password: *

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Create Account