

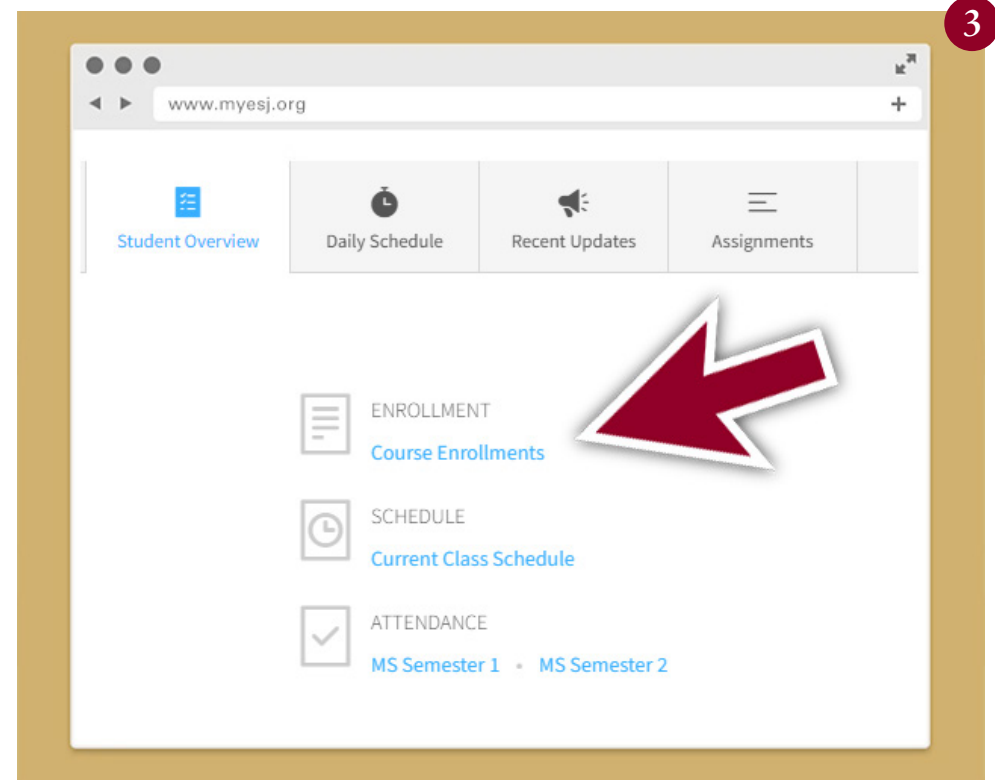
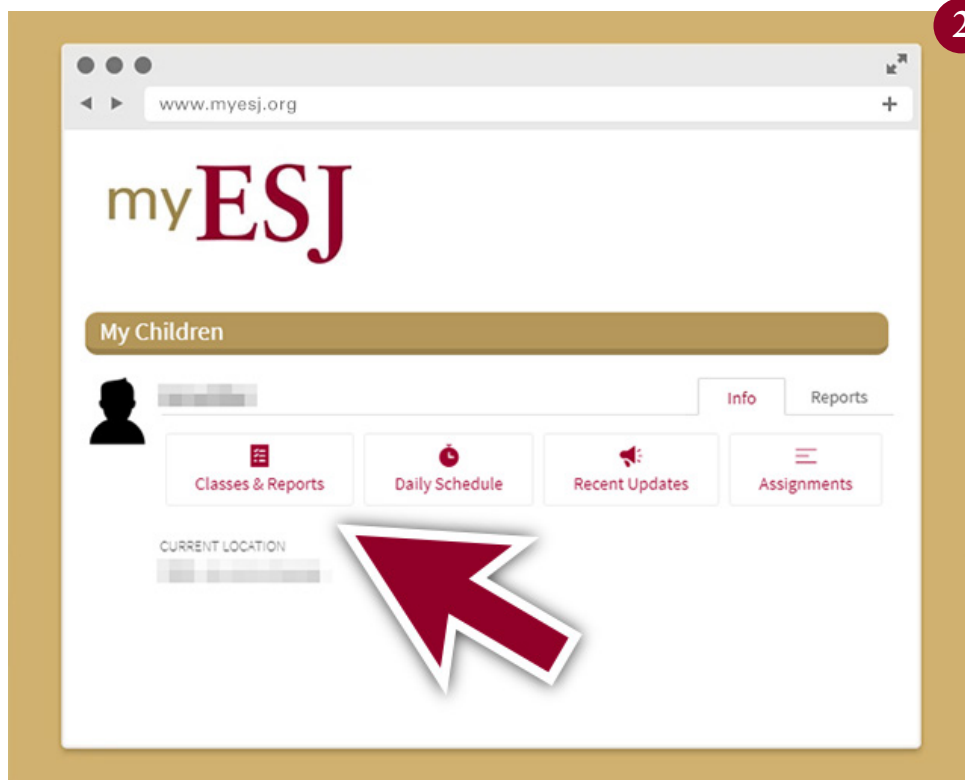
Ordering online from the ESJ Campus Store



First, you will need to **locate your child's Course Enrollment Report**. This report contains Course ID numbers which help identify the necessary books for each course. To find course enrollment information:

- 1) Go to **myESJ** ... www.esj.org/myesj
- 2) Click on "**Classes and Reports**" under your child's name and photo
- 3) Click "**Course Enrollments**"

★ **HELPFUL HINT** ... We recommend printing the Course Enrollment Report for ease of use while ordering.



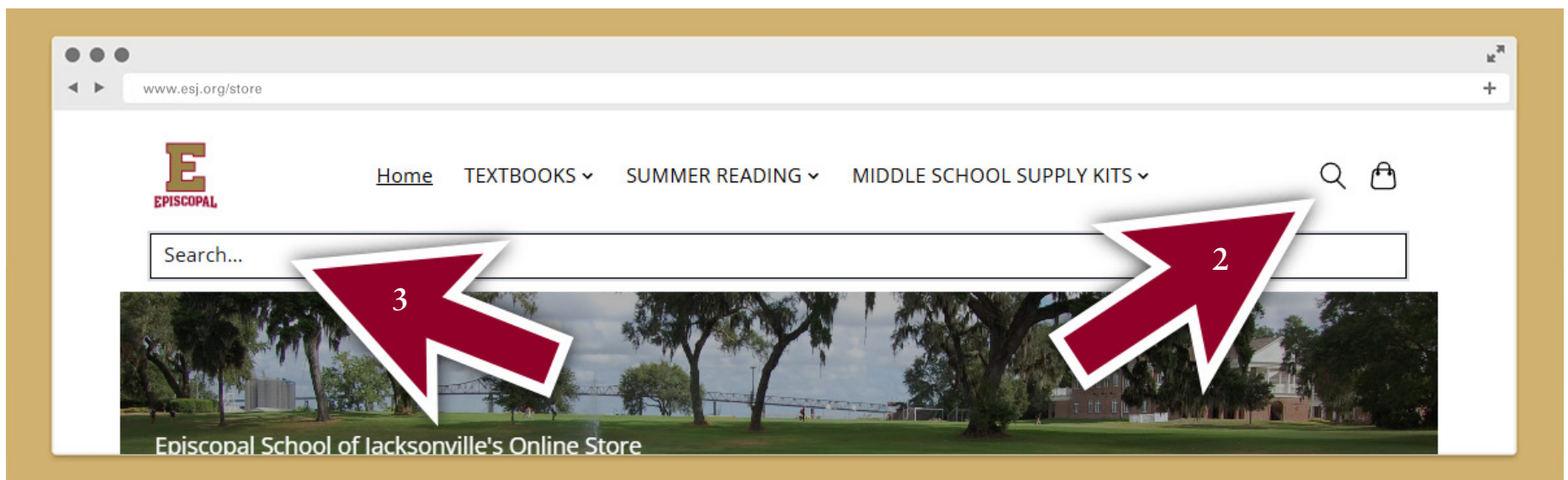
Ordering online from the ESJ Campus Store



Using the Course Enrollment Report as reference, [access the ESJ Online Store here \(esj.org/store\)](https://www.esj.org/store) to begin ordering. **A Course ID # will only be displayed if the course requires books.**

★ **HELPFUL HINT** ... A link to the ESJ Online Store is always available on the Campus Store section of My ESJ located in the Parent Portal.

- 1) Log in or create an account using parent information, including parent email.
- 2) Now that you are logged in, **click on the spy glass** to reveal the search bar found at the top righthand corner of the page.
- 3) **In the search bar, enter in the Course ID #** for each of your child's course selections and find the required books for each class.
- 4) Repeat this process for all courses.



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Once you've completed your selections:

- 1) Click **"Proceed to checkout"**
- 2) Select **"Pickup in Store"**
- 3) Please **include your child's name and grade** in the textbox found below "Total"
- 4) Click "Continue" to proceed to "Order and pay"
- 5) Select "Pay at pickup"
- 6) Click "Place order and pay"

★ **HELPFUL HINT** ... Your order is charged to your student's account at the time of pick up.

The image displays three sequential screenshots of the ESJ Campus Store checkout process, each with a red arrow and a number indicating the step:

- Step 1:** The first screenshot shows a shopping cart with one item. A red arrow labeled '1' points to the 'Proceed to checkout' button at the bottom right.
- Step 2:** The second screenshot shows the 'Shipping address' section. A red arrow labeled '2' points to the 'Pickup in Store' option under 'Delivery options'.
- Step 3:** The third screenshot shows the 'Total (incl. Tax)' section. A red arrow labeled '3' points to the text box below the total, where the user is instructed to 'Leave us a note about your order'.

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If you have another child to order for, scroll down to the bottom of the page and click “Continue shopping” to repeat the process.

Upon completion of your order, you will receive an email confirmation. You will be notified via the email address you provided when your order is ready for pickup.

★ **HELPFUL HINT** ... To order Summer Reading, Middle School supplies, or to browse books by subject and supplies by grade, hover over the “**Textbooks**” or “**Middle School Supply Kits**” drop down menu for more results.

Please email Jodi Beere, beerej@esj.org with any questions or for further help.

