

## Enter the Skyward Web Access

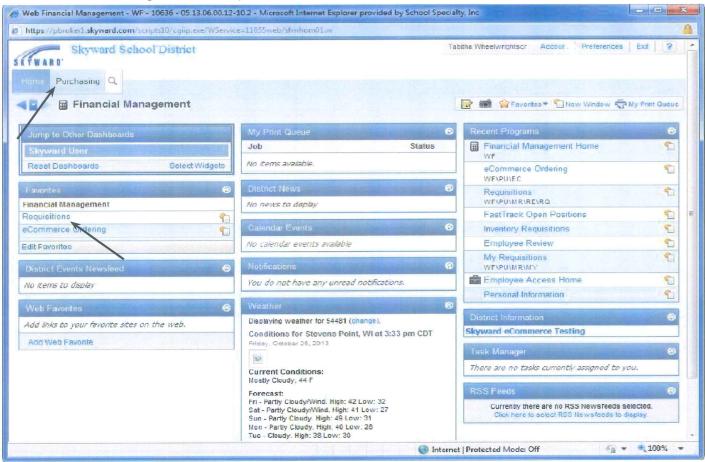
Enter your Skyward Login ID and Password. Click "Sign In"

Sk	SKYWARD°  Tyward School District  PRPT)FIN WI - (BP)		
Login ID:	demo		
Password	••••		
	Sign In		
	Forgot your Login/Password?	05.12.06.00.00	
	••••	05.12.06.00.00	



#### Requisitions

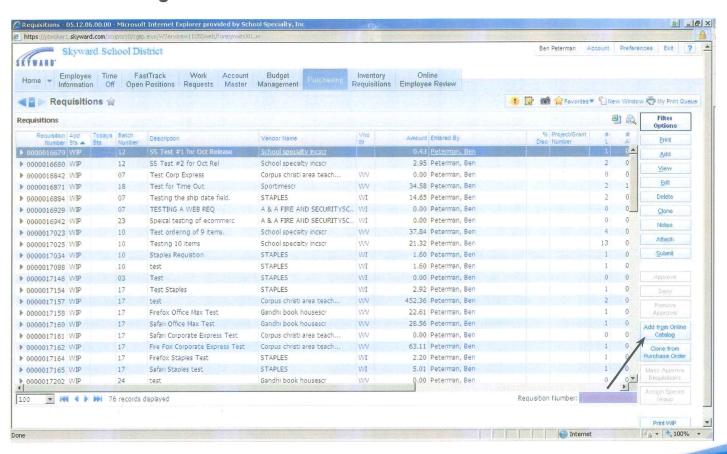
#### Choose Purchasing, then Requisitions





## Add from Online Catalog

Your requisitions will be listed. To create a new School Specialty requisition, choose "Add from Online Catalog"



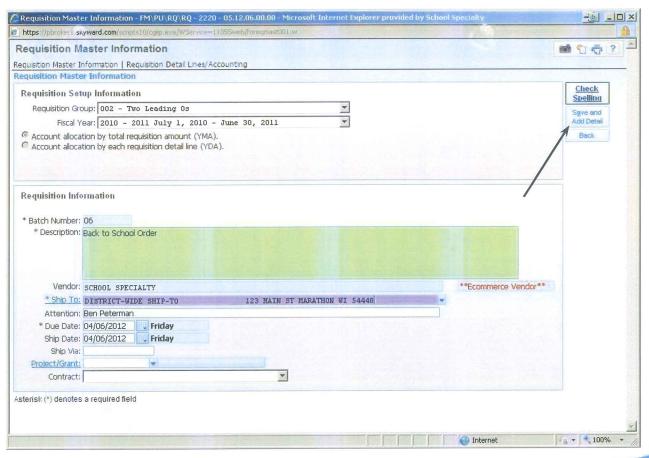


#### Choose the Vendor you wish to order from. In this example, the Vendior is School Specialty



## **Enter Requisition Master Information**

Enter your Requisition Master Information, then click "Save and Add Detail"





## Create Your Request

You will be launched into our Homepage and have a welcome menu to begin. Choose the desired menu option.



1-888-388-3224 | Get Help \*

Welcome Frisco - Acct # 134928





My Account

Shop Digital Catalogs

Order by Item Number

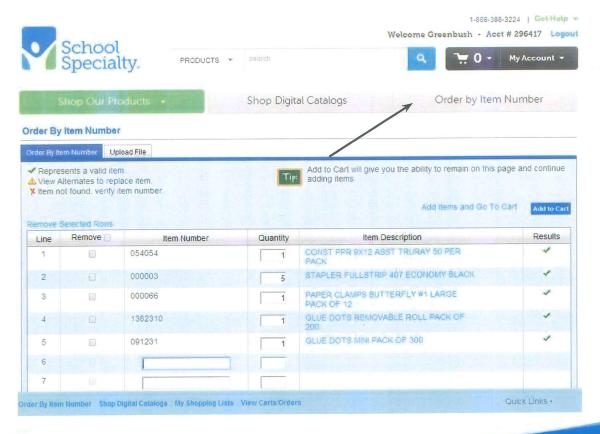
#### School Supplies, **Educational Products** and More





## Order By Item Number

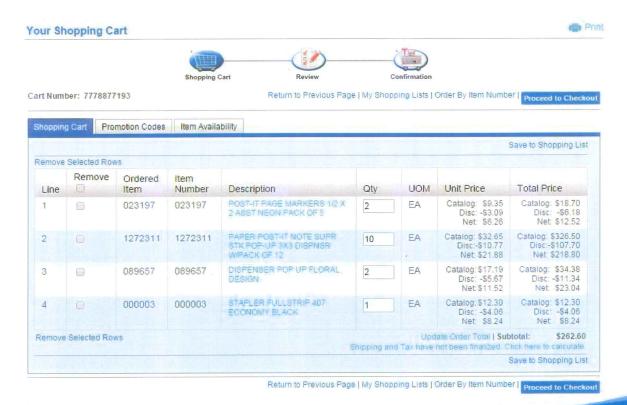
Allows you to key catalog item numbers for quick order entry. Enter your items and quantities. Click *Add to Cart.* 





#### Your item will be added to your shopping cart.

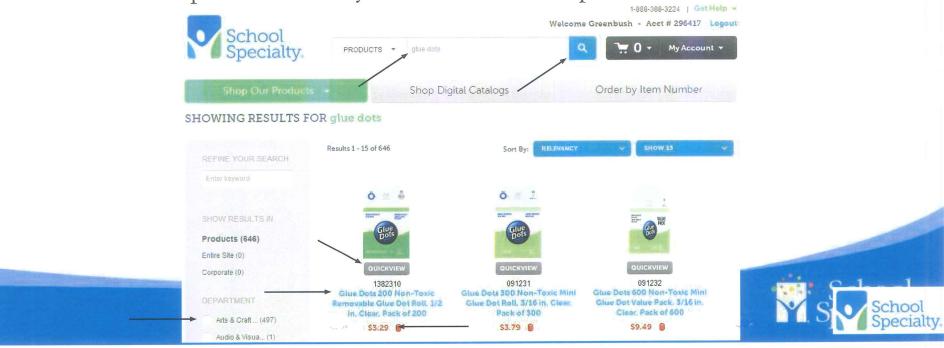
You will be able to see the item product and pricing details. Click *Order By Item Number* to add more items to your cart. Click the School Specialty *logo* to return to your home page.





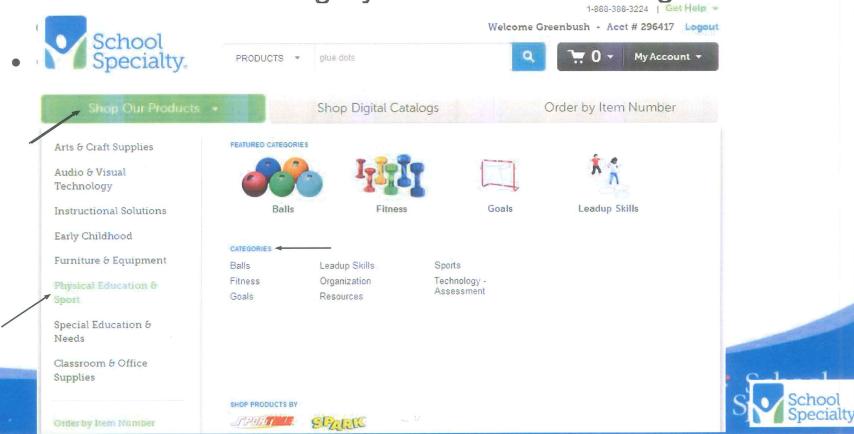
## **Keyword Search**

- Enter two or three words to describe your desired product and click the **Search** icon.
- Click "Quickview" to see product summary
- Click the *calculator* icon to see your discount price
- Click the item name for full product details
- Click filter options to refine your search to more specific items



#### **Shop Our Products**

- Hover over the "Shop Our Products" tab to see all of our item categories
- Hover over the category to see the sub-categories in



#### **Check Out**

#### Click *Proceed to Checkout* to review your cart and shipping charges





#### **Review and Submit**

## Check your shopping cart carefully! Click **Submit** to move to the final step





#### Submit to Procurement System

Choose *Transfer* to send your cart's information to Skyward





Thank You for Shopping With School Specialty!

Your requisition is ready. Press the "Transfer" button below to transfer your requisition information to complete your order.

Transfer



# Complete Your Request and Submit for Approval

Add your "Requisition Accounts", "Save and Finish Later", or "Submit for Approval". Your requisition will be forwarded to your approver through Skyward.

