

LELAND WEB STORE INSTRUCTIONS

To create a new account:

- Go to the webstore “Lelandhighschool.myschoolcentral.com” and the webstore will open.
- Click on My Account, then click on Register for an Account (under the green Login button)
- If you are a parent with multiple students, you have the option to create an account for yourself and link your students later. To do this, make sure the ‘no” button is selected next to the questions “are you a student”. Otherwise, click on “yes” and create an account under the student’s name. Each account created must have a unique e-mail as the username.
- IMPORTANT: if registering as a student, **you must enter the student’s ID# with zeros in front to make it 8 digits.** It must be exactly 8 digits long or the system will not find you.
- IMPORTANT: if registering as a student, the name and address must match what we have in our system.
- Click on Register. You will receive an e-mail with a link. Click on the link.
- You will be directed to the Webstore where you can log-in. Your e-mail is your user name.
- To link students to an account: Click on My Family. Enter student’s ID# with zeros in front to make it 8 digits. It must be exactly 8 digits long or it will not work. Follow the prompts to complete linking your student. Link any other students who are here at Leland.

You are now ready to order your items:

- Log – in to the Web Store.
- A window will pop up if you have any unpaid items. You can pay these at this time or close the window to pay to pay at a later date.
- Click on Product Category to find the product you want to order. Proceed with your order.
- When entering payment information, be sure to enter the billing address of the credit/debit card you are using.
- If the sale does not go through or just disappears from the screen, the transaction was declined. You can try another card or call your credit card company.
- If the sale does go through, a button will show up to generate a receipt.

To receive your items:

- Bring a printed receipt to the Bank or to your PE Teacher for PE Clothes
- You must bring in a printed receipt, as the Bank will not print receipts for you.

If you are having trouble with the Web Store:

- Email our ASB Account Clerk, Patti Young at pyoung@sjusd.org and enter as detailed information as possible.
- A screen shot of any error message is very helpful