Cart/Requisition Retrieval: This process allows your school's teachers to create shopping carts that can be retrieved, reviewed, and approved by the administrator in Oracle! The process is simple, secure, and no orders can be processed without review and approval. Instructions for teachers to create carts for your approval are below.

Quick Instructions ~ Teacher Requisition

A **video** of the process is linked here: https://vimeo.com/schoolspecialty/review/398849884/071d5bf971

Enter Cart Requisition:

- Go to: https://select.schoolspecialty.com
- Enter your Username and Password, click **LOG IN**
  - **Username: mcpsmdstaff**
  - **Password: order123 (case-sensitive)**

- If requested, please enter or Select your email address to identify yourself. Click ***Confirm***

Choose your option to start your Requisition: 3 easy ways to shop:

1. Search by Key words under the ***Search*** window
2. ***Shop our Products***
3. Already know your item number? ***Quick Order***
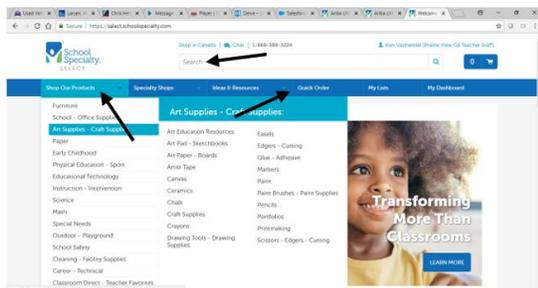
From the **Shopping Cart** screen:

- **Location:** Choose your location
- **Attention**: Enter your name, email, phone, and click **Save Attention Details**.
- **Approver Email:** Enter the email address of who will retrieve your cart into Oracle. (Example: Your school secretary/bookkeeper)
- If you are not finished and would like to save to complete later, Click **SAVE CART**
- If your cart is complete and you would like to submit for approval, Click **SUBMIT FOR APPROVAL**.
- **Important!** Confirm your order did not receive any error messages and have received a message back confirming "Your order has been submitted."
- Your cart will route automatically to the retrieval queue and an email will be sent to the address you indicated.
- **Important!** Click your name in the upper right corner of the screen and click **SIGN OUT**. (this will ensure your login will not interfere with other connections)

Questions? Call our Toll Free Online Support Department at 800-513-2465 ext 2