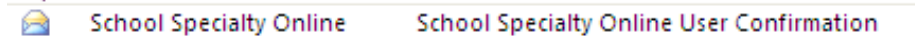


School Specialty Orders for New Users

(If you've used School Specialty in the past, please order as you have previously.)

1. You will receive an email from School Specialty confirming you have been set-up.



Dear Heather Crane,

Welcome to School Specialty Online! Thank you for registering - we are pleased to welcome you to our growing community.

The School Specialty site lets you quickly browse and shop for all of our great products, and take advantage of our online service and support options.

To access your account, click here: [School Specialty](#) and sign in using your login information:

Your LOGIN →
(and link to password)

- Login User Name: CRANEH
[Click here to retrieve temporary password.](#)

If you need assistance, you can click [Help/FAQs](#) to visit our **Help Resources** section, which includes an *Entering Orders Guide*. Or, you may contact us via email at onlinehelp@schoolspecialty.com or by phone at 1-800-513-2465.

Thank you for choosing School Specialty!

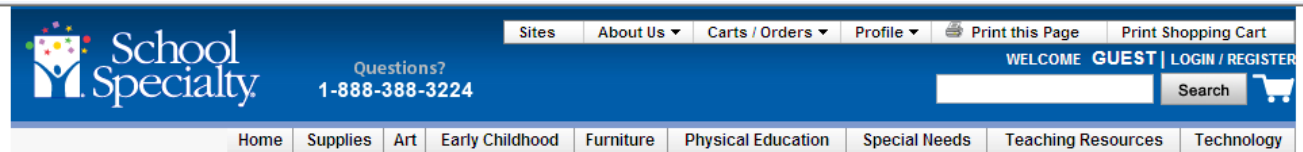
To view the complete list of School Specialty brands please visit us at <http://store.schoolspecialty.com>.

2. When you click on the link above, to retrieve your temporary password, you will get a screen confirming your login user name and email address. Click **Email Password** button.

The image is a screenshot of the School Specialty website's password assistance page. At the top, there is a navigation bar with the School Specialty logo, a phone number "1-888-388-3224", and links for "Sites", "About Us", "Carts / Orders", "Profile", "Print this Page", and "Print Shopping Cart". Below the navigation bar is a search bar with a "Search" button and a shopping cart icon. The main content area is titled "Password Assistance" and contains the following text: "To generate your temporary password, please verify or enter your user name, email address and click Email Password below." There are two input fields: "* User Name:" with the value "CRANEH" and "* Email Address:" with the value "CRANEH@HSD2 K12 IL U". Below the input fields is a blue button labeled "Email Password". At the bottom of the form, there is a note: "* Indicates required field".

If you need additional help regarding your login information, feel free to send an email to onlinehelp@schoolspecialty.com or contact Online Support at 1-800-513-2465. We will be happy to assist you.

3. You will receive the following:



Confirmation

Thank you.

We have reset your password, and emailed your temporary password to: CRANEH@HSD2.K12.IL.US

Once you have received your password, try logging in again. In the mean time, feel free to shop for the products and services you need - add them to your Shopping Cart, then Checkout after you login.

[Continue Shopping](#)



[Click](#)

[Continue Shopping to access your account now.](#)

4. Once in your account, you will see this screen:

[Your name/account will appear.](#)



↑THIS is the page you'll want to save in your Favorites.