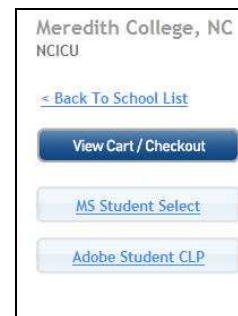
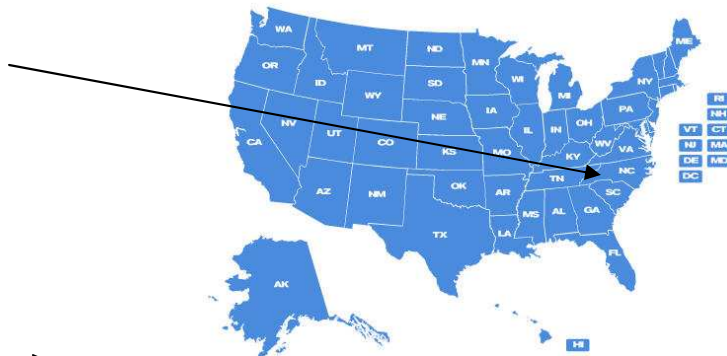


Instructions for Purchasing Microsoft and Adobe Products.

You can complete the instructions below to setup your account, but before you can do the final verification for purchase students will need to get a copy of their class schedule from the registrar's office and have a picture id. Employees will need a picture id and a canceled pay stub. **Employees and Students must have a valid Meredith Email address.**

Setting up account and ordering software

- From the Scholar Buy web page (www.shopscholar.com) select NC from the map.
- Select Meredith College.
- Select Product (s) and add to the cart.
- When finished, select View Cart/Checkout.
- Make any modifications and select checkout.



At the check screen you will have 2 options.

Select the Existing Customers login if you already have an account.

Select New Customers to create an account.

Checkout - Login

| | | |
|---------------------------|---|---|
| Existing Customers | | New Customers |
| Email: | <input type="text"/> | <input type="button" value="Create a New Account"/> |
| Password: | <input type="text"/> | |
| | Forgot Password? | |
| | <input type="checkbox"/> Remember Me | |
| | <input type="button" value="Secure Login"/> | |

Create you new account selecting either College student or Higher Ed Faculty/staff as Customer Type.

Agree to any Agreement Forms

The screenshot shows a web form titled "Create a New Account". It includes fields for "Email:", "Assign This Password:", and "Retype Password:". There are two "Customer Type" dropdown menus; the first is set to "College Student" and the second is set to "Higher Ed Faculty / Staff". A "Create a New Account" button is at the bottom.

Fill out the Bill To and Shipping Address.

Fill out the Payment Information.

Confirm your order.

You will receive a confirmation that your Account has been created.

When you are finished with these steps you will be ready to verify your student or faculty/staff status.

Students: You will need a copy of your class schedule (can be obtained from the Registrar's office) and your campus card.

Faculty/Staff: You will need a copy of your pay stub and your campus card.

Fax the class schedule/pay stub (if staff or faculty) and photo ID to **(866) 593-1834**.

The screenshot shows a web form titled "Bill To Address". It includes fields for "Your School / Company", "First Name", "Last Name", "Address", "City", "Country" (set to "United States"), "State", "Zip/Postal Code", "Email", "Phone", "Fax", and "How you heard about us". There is a checkbox for "This information is the same as the Ship To Address" and a "Continue >>" button.

The screenshot shows a web form titled "Payment Information". It includes fields for "Credit Card Type", "Credit Card Number", "Cardholder Name", "Credit Card Exp. Date" (mm/yy), "CVV2 Code" (3-4 digit security code), "Ship Via" (set to "Ground (3-7 Days) -- \$9.95"), and "Shipping Instructions". There is a checkbox for "Yes, I want to join the newsletter" and a "Continue >>" button.