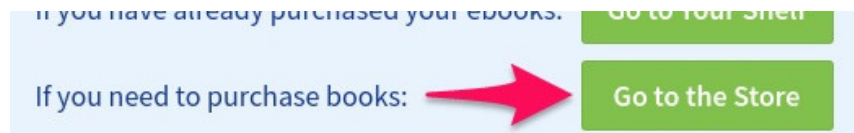


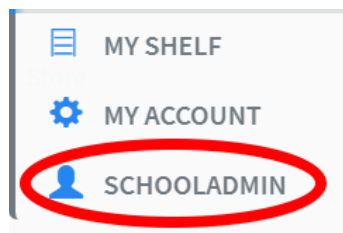
How to Preview & Approve a Book List

Step 1: Log into your school's book store at abc.shelfit.com (your school code instead of "abc").

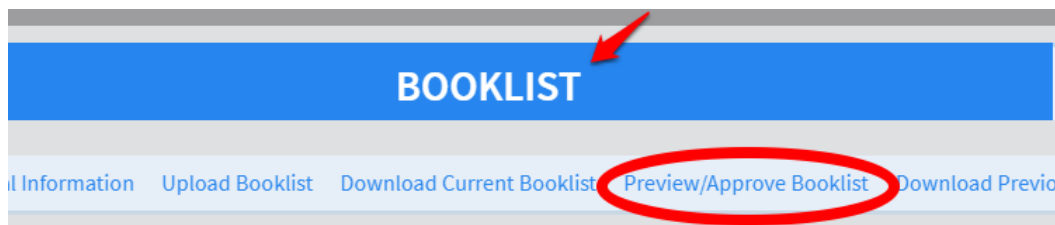
Step 2: Click the green **Go to the Store** button in the center of the home page.



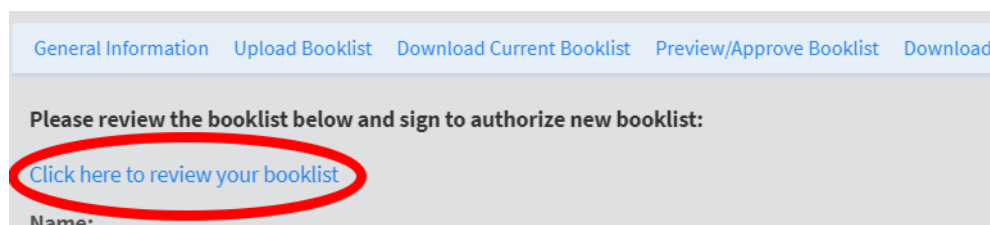
Step 3: Select **SchoolAdmin** on the left-hand side of the screen.



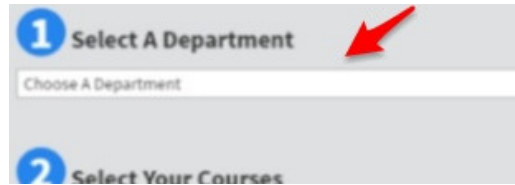
Step 4: Select the **Booklist** tab, and then click **Preview/Approve Booklist**, located under the Booklist tab.



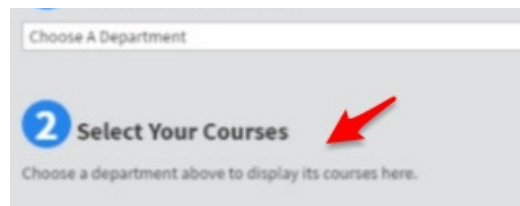
Step 5: Select **Click here to review your book list.**



Step 6: Click the **Select A Department** drop-down box and select any department from the menu.



Step 7: Click the **Select Your Courses** drop-down box and select any course from the menu.



Step 8: Confirm that the book list is both complete and correct, then repeat steps 6 through 8 for each department and course.

- Bundles will not appear in this preview environment. These books will be discussed further based on each school's individual store settings.

Step 9: Return to the Approval Page by repeating steps 3 and 4.

Step 10: Enter your name in the **Name** field and any additional comments in the box below, then click the green **Submit** button.

- Your RGM will follow up with you if needed, based on any comments entered.

Please review the booklist below and sign to authorize new booklist:

[Click here to review your booklist](#)

Name:

Please write any additional comments regarding the booklist below: