

Welcome to the Savvas Learning Subscription Worktext Self-Service Portal

When you order Savvas digital products that include consumable worktexts, you will receive the same quantities of those worktexts shipped on the same date, to the same location(s) for the life of your digital licenses. This site enables you to make changes to the worktext shipment(s) such as changing quantities for each of your grade levels or updating shipping dates or location(s).

This Worktext Customer site will allow you to manage the following:

- Update worktext quantities to redistribute worktexts among grade levels or locations (not increasing total count). If you need to increase your total count, contact your sales representative.
- Update Ship Date(s).
- Update Shipping Addresses or Attention Line.
- View orders previously submitted and check on status.

If you have additional needs or want some assistance, please go to the [Worktext Customer Service Site](#) to contact Customer Service.

- If you have one of the following needs, go to the [Worktext Customer Service Site](#) and select “Something else”.
 - You need to add a school to your account. To allocate worktexts to a school that was not on your original order, you will need to contact Customer Service to have that school added to the worktext database.
 - You need 2 years’ fulfillment in the same calendar year.
 - You need to add/change delivery instructions or order packing needs that your school or district requires.
- You can also call Customer Service at 800-848-9500 for assistance.

This guide illustrates steps for navigating through the Savvas Worktext site. If you have been on this site before and just need a refresher, you may review the four summary steps below or click on any of the topics in blue to see detailed steps for a specific task in the process. If you are new to the site, it will be helpful to review the whole document beginning with Create an Account.

Steps to review and update your upcoming worktext order:

1. Select your School and Discipline & Program on the Main Menu screen.
2. In the “I want to” dropdown list, select View all Worktext Quantities by Grade for the next Ship Date, and review the quantities currently selected to ship for each grade level.
3. If you need to make changes: Go to the Update Worktext Quantities by Grade for School/District page to update quantities. Go to Update Worktext Worktext Shipping Date for all Orders page to update shipping dates and/or, go to Update Shipping Address/Attention Line to change shipping addresses.
4. After making your changes, go back to the View all Worktext Quantities by Grade for the next Ship Date to see the changes you submitted.

Access the Savvas Worktext site:

1. [Create Your Account](#)
2. [Log in](#)
3. [Main Menu & Navigation](#)

Make your updates:

4. [View All Worktext Quantities by Grade for the Next Ship Date](#)
5. [View All Upcoming Worktext Orders By PO for Current Calendar Year](#)
6. [Update All Worktext Quantities by Grade for School/District](#)
7. [Update Worktext Shipping Date\(s\) for All Orders](#)
8. [Update the Shipping Address/Attention Line for School/District](#)
9. [View Warehouse Packing Instructions/Delivery Instructions](#)
10. [View Previous Orders by Ship To Location](#)
11. [Update Worktext Quantities by Grade by Order](#)

Access the Savvas Worktext Site:

It is important to note that following the steps to make edits to your worktext orders will result in pop up notifications. Please ensure your pop up blocker is turned off so you can confirm your changes.

1. Create Your Account

Creating a Savvas Worktext Account registers you as a user and enables you to update your worktext orders. You will also receive email reminders 60 days before you need to place your order each year. **Only registered users with a Savvas Worktext Account will receive email reminders to update worktext orders.** Reminder emails will be sent to the Principal and Assistant Principal at schools that do not have a registered user with a worktext site account.

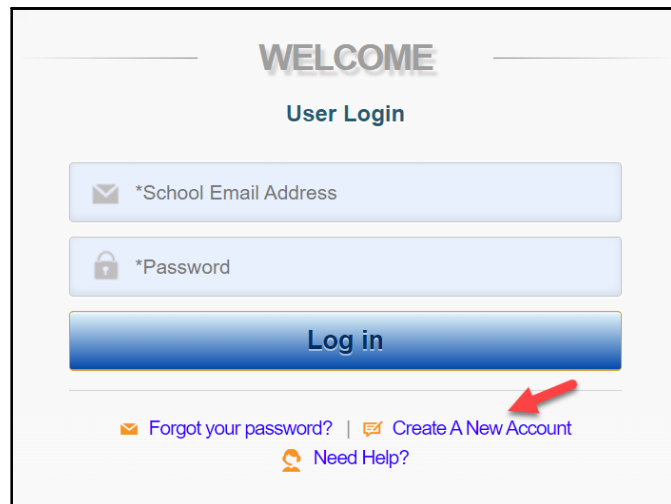
Go to the **Subscription Worktext Self-Service Portal** located at:

<https://worktext-subscriptions.savvas.com/>

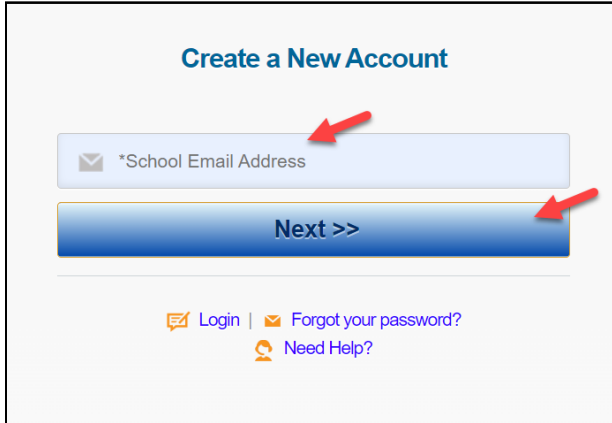
The first thing you will see is a pop up ensuring you are in the right place. Click on Continue to Worktext Site to set up your account.



Click the link to **Create a New Account**



You will create a new account by entering your school/district email address. **Only school/district email addresses can be used to make changes on this site.** Click Next.



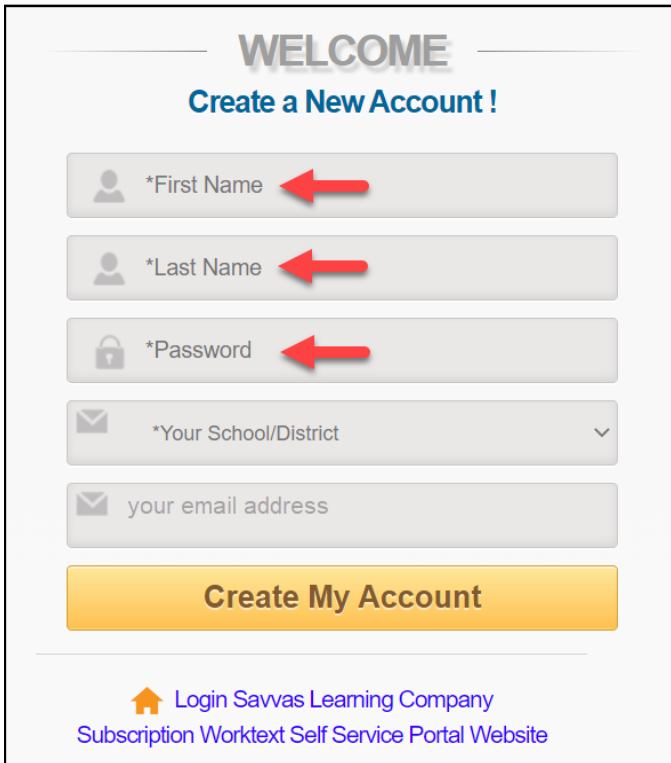
Create a New Account

*School Email Address

Next >>

[Login](#) | [Forgot your password?](#)
[Need Help?](#)

Enter your First and Last Name and a password.



WELCOME

Create a New Account !

*First Name

*Last Name

*Password

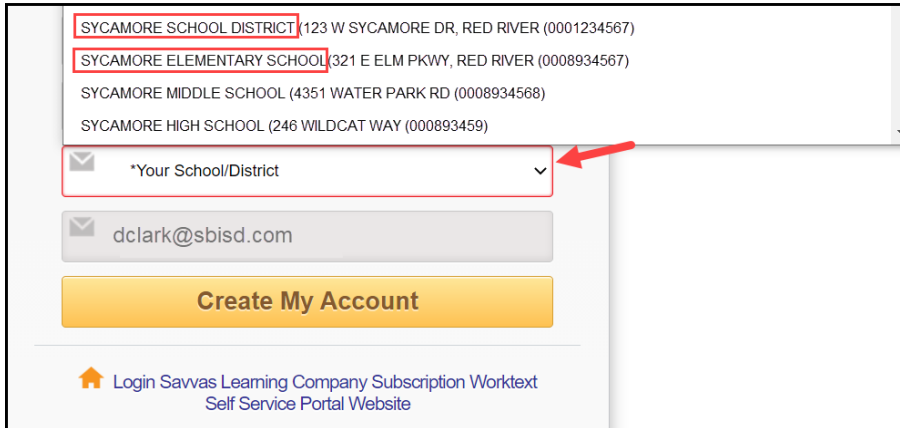
*Your School/District

your email address

Create My Account

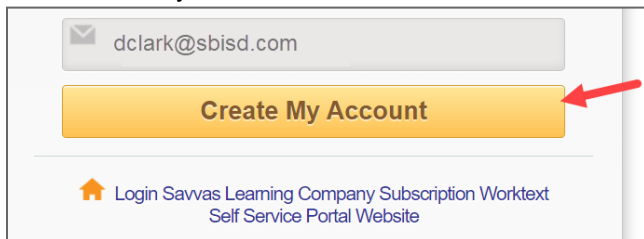
[Login Savvas Learning Company](#)
Subscription Worktext Self Service Portal Website

Click on Your School District and select your school or district from the list. **IMPORTANT: If you are making changes for your school, select your school. If you are making changes for the entire district, select your district.** Note the list will populate based on your email address. If you do not see your district or school, please go to the [Worktext Customer Service Site](#).



The screenshot shows a web form for account creation. At the top, there is a list of school/district options: SYCAMORE SCHOOL DISTRICT (123 W SYCAMORE DR, RED RIVER (0001234567)), SYCAMORE ELEMENTARY SCHOOL (321 E ELM PKWY, RED RIVER (0008934567)), SYCAMORE MIDDLE SCHOOL (4351 WATER PARK RD (0008934568)), and SYCAMORE HIGH SCHOOL (246 WILDCAT WAY (000893459)). Below this list is a dropdown menu with the placeholder text "*Your School/District" and a downward arrow. A red arrow points to this dropdown menu. Below the dropdown is an email input field containing "dclark@sbsd.com". At the bottom of the form is a yellow button labeled "Create My Account". Below the form is a footer with a home icon and the text "Login Savvas Learning Company Subscription Worktext Self Service Portal Website".

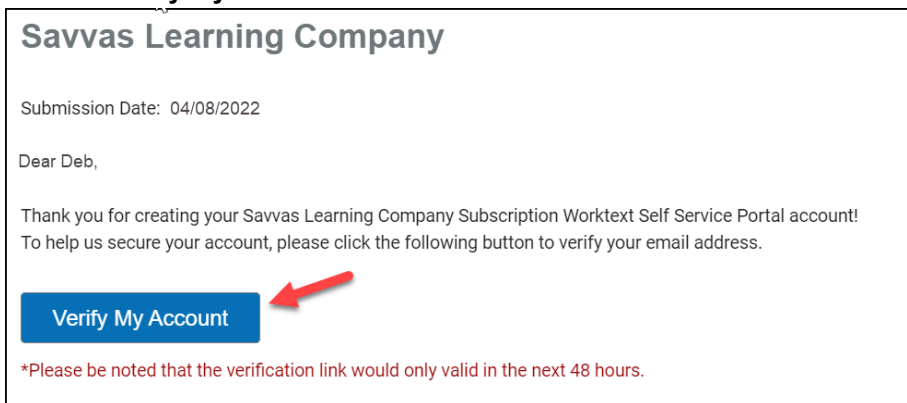
Click Create My Account



The screenshot shows the same account creation form as above, but with the email field "dclark@sbsd.com" filled in. The yellow "Create My Account" button is highlighted with a red arrow pointing to it. The footer text "Login Savvas Learning Company Subscription Worktext Self Service Portal Website" is also visible.

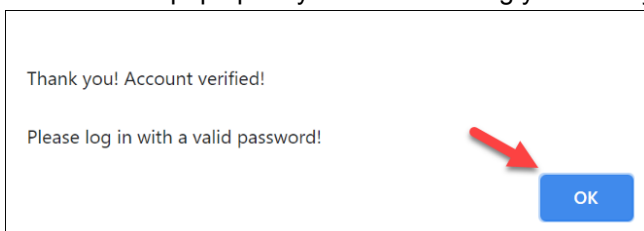
Your request will be sent for verification. Once your email is verified and your account is created, you will receive a verification email from auto-no-reply@savvas.com within several minutes of your submission.

Click the **Verify My Account** button in the email.



The screenshot shows an email from Savvas Learning Company. The header reads "Savvas Learning Company". Below that, it says "Submission Date: 04/08/2022" and "Dear Deb,". The main body of the email says: "Thank you for creating your Savvas Learning Company Subscription Worktext Self Service Portal account! To help us secure your account, please click the following button to verify your email address." Below this text is a blue button labeled "Verify My Account" with a red arrow pointing to it. At the bottom of the email, there is a red note: "*Please be noted that the verification link would only valid in the next 48 hours."

You will see a pop up on your screen letting you know your account was verified. Click the OK button.



The screenshot shows a confirmation pop-up dialog box. It contains the text "Thank you! Account verified!" and "Please log in with a valid password!". At the bottom right of the dialog is a blue button labeled "OK" with a red arrow pointing to it.

This will take you to the Log In page. **NOTE:** If you do not receive the verification email within a few hours, check your spam folder. If you are unable to locate the email, contact Customer Service.

2. Log In

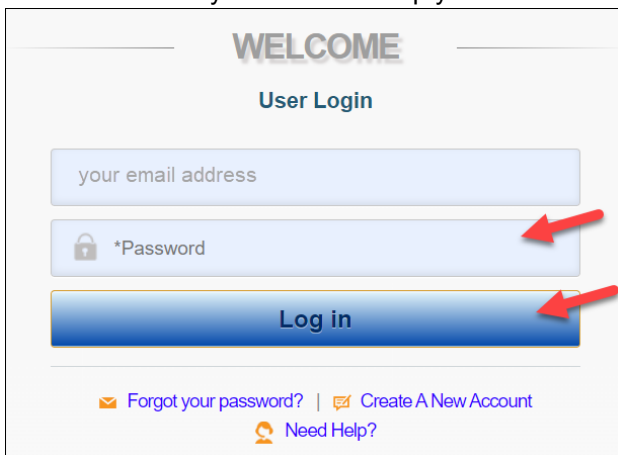
Go to:

<https://worktext-subscriptions.savvas.com/>

The first thing you will see is a pop up ensuring you are in the right place for the task you want to accomplish. Click on Continue to Worktext Site to continue on to the Worktext Subscription Self Service Portal.



The school email you used to set up your account will already be populated. Enter your password, and click Log In.



3. Main Menu & Navigation

After you log in, the Main Menu screen will open.

Main Menu

School/District


If you signed up to make changes for the District, your district name will appear in the School/district dropdown. You can make changes to individual schools on the following screens. If you signed up with your account to make changes at a school, your school name will appear in the School/District dropdown menu.


Main Menu


[Click here](#) if you need year 1 and year 2 fulfillment in the same calendar year

- Please ensure your pop-up blocker is turned off in order to confirm changes.

School/district: Please click the down arrow in the School/District box below to see a list of your schools and select the appropriate option from the list. If the school/district you are entering an order for is not on the list, please [contact us](#) for further assistance.

OAK ISD - 100 Oak street (000005555) 

Discipline & Program: SCIENCE-PH MIDDLE GRADES SCIENCE (402-MGSC) (Next Shipdate: 05/02/2023) 

I want to: (select) 

[Do not see the action you need to perform?](#)

Discipline & Program


Select the Discipline and Program you will make changes to from the dropdown.


Main Menu


[Click here](#) if you need year 1 and year 2 fulfillment in the same calendar year

- Please ensure your pop-up blocker is turned off in order to confirm changes.

School/district: Please click the down arrow in the School/District box below to see a list of your schools and select the appropriate option from the list. If the school/district you are entering an order for is not on the list, please [contact us](#) for further assistance.

OAK ISD (100 Oak Street) (000005555) 

Discipline & Program: SCIENCE-PH MIDDLE GRADES SCIENCE (402-MGSC) (Next Shipdate: 05/02/2023) 

I want to: (*Select One) 

[Do not see the action you need to perform?](#)

[Continue >>](#)

Choose the task you want to complete in the **I want to:** dropdown and click the Continue button.

Main Menu

[Click here](#) if you need year 1 and year 2 fulfillment in the same calendar year

- Please ensure your pop-up blocker is turned off in order to confirm changes.

School/district: Use a list of your schools and select the appropriate option from the list, please [contact us](#) for further assistance.

Discipline & Program:

I want to:


[Do not see the action you need to perform?](#)



*Note: A dropdown menu is open for 'I want to:' with the following options: (*Select One), View All Worktext quantities by Grade for the next ship date, Update All Worktext Quantities By Grade For School/District, Update Worktext Shipping Date For All Orders, Update Shipping Address/Attention Line For School/District, View Warehouse Packing Instructions/Delivery Instructions, View Previous Orders By Ship To Location, and Update Worktext Quantities By Grade By Order. Red arrows point to the dropdown arrow and the 'Continue >>' button.*

If you are unsure which to select, see these option descriptions:

View all Worktext Quantities by Grade for the next Ship Date	Review the current quantities entered for each grade level. After you make your changes, review this page to see the changes you made and submitted for your upcoming ship date.
View All Upcoming Worktext Orders by PO for Current Calendar Year	View details for upcoming orders by PO for the current calendar year.
Update all Worktext Quantities by Grade for School/District	View and update quantities of each product by grade level for your school or district. This is the best option if you need to make updates to overall worktext quantities for your entire district or school.
Update Worktext Shipping Date for all Orders	Change the ship date on either all shipments for that product or make ship date changes separately on each of your orders.
Update Shipping Address/Attention Line for School/District	Make changes to shipping dates or the Attention line for each order.
View Warehouse Packing Instructions/Delivery Instructions	View delivery instructions or packing needs.
View Previous Orders by Ship to Location	View orders you have already placed and check on the status of those orders
Update Worktext Quantities by Grade by Order	View orders separately including not only worktext quantities, but also shipping and delivery information. You can update worktext quantities by each order number.

If you do not see the task you need to perform as an option, click on “Do not see the action you need to perform?” link and complete the Self Service Portal Assistance Form.


I want to: (*Select One) 


 [Do not see the action you need to perform?](#) 

[Continue >>](#)

Navigation Tools


There are two actions you can take from every page of the worktext site. These navigation tools allow you to move among the different pages in the worktext site as you make your changes.

 [Home / Main Menu](#)

[Go to Main Menu and change school](#) 

View All Worktext quantities by Grade for the next ship date 08/15/2023



For School/District: OAK ISD
100 OAK STREET
MAYFIELD, CA 70777
District: OAK INDEPENDENT SCHOOL DISTRICT

Switch to: (select) 

[Switch to make a different type of change](#) 

Subscription Year for the next ship date: 6

Available Ship Date: 08/15/2023 [Review your original order details](#)

 [View Original Order Info](#)  [from any screen](#)

Make your updates:

4. View All Worktext Quantities by Grade for the Next Ship Date

Review this page before making changes to see the worktext quantities currently selected for each grade level. After you make your changes to quantities and/or shipping date or address and click the Submit button, revisit this page to see your updates.

To view current or updated worktext quantities:

Select "View All Worktext Quantities by Grade for the Next Ship Date" from either the "I want to" dropdown from the Main Menu page or from the "Switch to:" dropdown on any screen on the site.

View All Worktext quantities by Grade for the next ship date 08/15/2023

For School/District: **OAK ISD**
100 OAK STREET
MAYFIELD, CA 70777
District: OAK INDEPENDENT SCHOOL DISTRICT

Switch to:

(select) ▼

Subscription Year for the next ship date: 6

Available Ship Date: 08/15/2023

[View Original Order Info](#)

Discipline & Program: SCIENCE - PH MIDDLE GRADES SCIENCE

1. Order Doc #: 1008624219

Ship Date: 05/01/2023

Ship to Address:
101 OAK STREET
MAYBERRY, TX 70777

Attention:
lisa Johnson

Delivery Instructions:
PLEASE CALL LISA JOHNSON AT

Qty	Title/ISBN	PO #	Program	Grade
1	1 ELEVATE MIDDLE GRADE SCIENCE 2020 CALIFORNIA NEW INSTRUCTIONAL SEGMENT 4STUDENT EDITION GRADE 6 (1418310379)	210059800YR4	PH MIDDLE GRADES SCIENCE	06
2	1 ELEVATE MIDDLE GRADE SCIENCE 2020 CALIFORNIA NEW INSTRUCTIONAL SEGMENT 2STUDENT EDITION GRADE 6 (1418310352)	210059800YR4	PH MIDDLE GRADES SCIENCE	06
3	1 ELEVATE MIDDLE GRADE SCIENCE 2020 CALIFORNIA NEW INSTRUCTIONAL SEGMENT 3STUDENT EDITION GRADE 6 (1418310360)	210059800YR4	PH MIDDLE GRADES SCIENCE	06

5. View All Upcoming Worktext Orders by PO for Current Calendar Year

To view upcoming orders:

Select View All Upcoming Worktext Orders by PO for Current Calendar Year either in the “I want to” drop down from the Main Menu page or from the “Switch to:” dropdown on any other screen on the site. View details about upcoming orders that are scheduled to ship within the current calendar year. You can also export this data to excel or print the page.

View All Upcoming Worktext Orders By PO For Current Calendar Year 2022

Selected School/District: OAK MIDDLE SCHOOL
100 OAK STREET
MAYFIELD, CA 70777
District: OAK INDEPENDENT SCHOOL DISTRICT

Switch to:

(select) ▼

Available Ship Date:

[View Original Order Info](#)

Discipline & Program: SCIENCE - PH MIDDLE GRADES SCIENCE

Export to Excel

Print

Original Order Date: 08/13/2016

Customer PO: 23456-7		Ship Date: 08/17/2022	
Subscription Year: 7		Attention: WORKTEXT SUBSCRIPTION FULFILLMENT	
Quantity	Title / ISBN	Program	Grade Level
1	23 MIDDLE GRADES SCIENCE 2016 CUSTOM EARTH STUDENT EDITION GRADE 6	PH MIDDLE GRADES SCIENCE	06
2	5 MIDDLE GRADES SCIENCE 2016 CUSTOM PHYSICAL STUDENT EDITION GRADE	PH MIDDLE GRADES SCIENCE	08
28			

6. Update All Worktext Quantities by Grade for School/District

To update worktext quantities:

Select “Update all Worktext Quantities by Grade for School/District” from either the “I want to” dropdown from the Main Menu page or from the “Switch to: dropdown on any other screen on the site.

- If you are logged in with a district login, the school you selected when you logged in is the one you will be able to adjust quantities for.
- To switch to another school in your district, click the Home/Main Menu link at the top of the screen and select a different school.

1. **Change quantities needed for each line item for each grade level.**
2. **Click the Confirm & Submit button.**

Apply Changes To: Changes you make on this site will only apply to your upcoming order date. The following year, subscription worktext quantities for each grade level will revert back to the numbers of your original order. If you want the changes you are making now to apply to future shipments, meaning you want to keep the same number of worktext for each grade level for all future orders, click on the All Further Years Fulfillment circle.

Clear Current Quantities: You have the option of changing the quantity that is currently entered for each ISBN or, if you click the “Clear Qty” box, it will remove all current quantities and you can enter your new quantities for each ISBN. For example, if you are making changes for only a couple of grade levels, you can simply change the current numbers. If you are changing quantities for most grade levels, it may be easier to clear the quantity boxes and enter the new quantities.

Ship Complete Checkbox: Only check “Ship Complete” if you want items to ship together. If this box is checked, and something is on backorder, nothing on the whole order will ship until all items and quantities are in stock.

Update All Worktext Quantities By Grade For School/District

Selected School/District: **OAK MIDDLE SCHOOL**
 100 OAK STREET
 MAYFIELD, CA 70777
 District: OAK INDEPENDENT SCHOOL DISTRICT
 Subscription Year for the next ship date: 4
 Available Ship Date: 05/02/2023
[View Original Order Info](#)

Switch to:

Discipline & Program: SCIENCE - PH MIDDLE GRADES SCIENCE (402-MGSC)

(Note - remaining quantity cannot be carried from year to year. Credit will not be issued for remaining quantities)

District Entitled Quantities: 2,000

Requested Quantities for OAK MIDDLE SCHOOL: 200
 MAPLE MIDDLE SCHOOL (000123456): 500
 SYCAMORE ELEMENTARY SCHOOL (000234567): 350
 WILLOW MIDDLE SCHOOL (000345678): 450
 PINE MIDDLE SCHOOL: (000456789): 500
 District Remaining Qty: 0

Ship Complete Checkbox: Only check “Ship Complete” if you want items to ship together. If this box is checked, and something is on backorder, the whole order will not ship.

Apply Changes To:
 If “current year fulfillment only” is selected, the quantity changes you make will only apply to this year’s order and quantities will revert back to the numbers of your original order next year unless you change them

If you want the changes you make now to apply to all future orders (unless you change them again), select “current and future years’ fulfillment.”

Clear Current Quantities:
 You can either change ISBN quantities by editing the current number in each box below, or you may click on the Clear Qty button to clear all current quantities and type in new quantities

Apply changes to current year fulfillment only current and future years’ fulfillment

Ship Complete
 (Select Ship Complete only if you want all items to ship together. If something is on backorder, the order will not ship if you have this box checked.)

Qty	Title/ISBN	PO #	Program	Grade
Ship Date: 05/02/2023 Order Doc #: 1009081161,1009081163,1009081164,1009081168,1009081554,1009081556,1009081558,1009081560,1009081561,1009189445				
<input type="text" value="100"/>	ELEVATE MIDDLE GRADE SCIENCE 2020 CALIFORNIA NEW ENGINEERING DESIGN NOTEBOOK GRADE 6 (1418322105)	210059800YR4	PH MIDDLE GRADES SCIENCE	06
<input type="text" value="50"/>	ELEVATE MIDDLE GRADE SCIENCE 2020 CALIFORNIA NEW ENGINEERING DESIGN NOTEBOOK GRADE 7 (1418322113)	210059800YR4	PH MIDDLE GRADES SCIENCE	06
<input type="text" value="50"/>	ELEVATE MIDDLE GRADE SCIENCE 2020 CALIFORNIA NEW ENGINEERING DESIGN NOTEBOOK GRADE 8 (1418322121)	210059800YR4	PH MIDDLE GRADES SCIENCE	06
<input type="text" value="1"/>	ELEVATE MIDDLE GRADE SCIENCE 2020 CALIFORNIA NEW INSTRUCTIONAL SEGMENT 2STUDENT EDITION GRADE 6 (1418310352)	210059800YR4	PH MIDDLE GRADES SCIENCE	06
<input type="text" value="1"/>	ELEVATE MIDDLE GRADE SCIENCE 2020 CALIFORNIA NEW INSTRUCTIONAL SEGMENT 3STUDENT EDITION GRADE 6 (1418310360)	210059800YR4	PH MIDDLE GRADES SCIENCE	06
<input type="text" value="1"/>	ELEVATE MIDDLE GRADE SCIENCE 2020 CALIFORNIA NEW INSTRUCTIONAL SEGMENT 4STUDENT EDITION GRADE 6 (1418310379)	210059800YR4	PH MIDDLE GRADES SCIENCE	06

Confirm and Submit: When you click confirm and Submit to save your quantity changes and submit your order, one of three outcomes will occur:

1. **If the Remaining Quantity is 0**, you will be taken directly to your confirmation page where you can review your saved changes. If you need to make additional edits, click the red Edit button. Otherwise, these are the Quantities that will be shipped to this school.


Change Confirmation

Selected School/District: **OAK MIDDLE SCHOOL**
100 OAK STREET
MAYFIELD, CA 94577
District: OAK INDEPENDENT SCHOOL DISTRICT

Switch to:

Subscription Year for the next ship date: 4
Available Ship Date: 05/02/2023
[View Original Order Info](#)

Discipline & Program: **SCIENCE - PH MIDDLE GRADES SCIENCE (402-MGSC)**

Order Quantities **edit** 

Ship Complete: No

Quantity	Title / ISBN	PO #	Program
Ship Date: 05/02/2023			
1	100 ELEVATE MIDDLE GRADE SCIENCE 2020 CALIFORNIA NEW ENGINEERING DESIGN NOTEBOOK GRADE 6 (1418322105)	210059800YR4	PH MIDDLE GRADES SCIENCE
2	50 ELEVATE MIDDLE GRADE SCIENCE 2020 CALIFORNIA NEW ENGINEERING DESIGN NOTEBOOK GRADE 7 (1418322113)	210059800YR4	PH MIDDLE GRADES SCIENCE
3	50 ELEVATE MIDDLE GRADE SCIENCE 2020 CALIFORNIA NEW ENGINEERING DESIGN NOTEBOOK GRADE 8 (1418322121)	210059800YR4	PH MIDDLE GRADES SCIENCE

2. **If there is remaining quantity**, you will see a pop up informing you that you have not allocated your full entitlement. Click Cancel in the pop up to go back and allocate additional worktexts. If you do not want the unallocated worktexts, click OK to save your changes. However, the remaining quantities cannot be carried over and no credit can be issued for these. After a few moments, you will see the Confirmation page.

k12.savvas.com says

You have not allocated your full entitlement.

Note - remaining quantity cannot be carried from year to year. Credit will not be issued for remaining quantity.

Please check all quantities are correct prior to moving to next screen.
Remaining Quantities: 10

Click 'OK' to submit the request; 'Cancel' to edit quantities

3. **If you have allotted more than your entitled quantity**, you will see this pop up informing you that you have exceeded your entitled quantities. Click OK to make the adjustments to remove the number of exceeded worktexts. Then, click Confirm & Submit again. You will be taken to the Confirmation page.

k12.savvas.com says

You have exceeded your entitled quantities.

Excess quantity: 4
Quantities entitled: 2200

District Level Users:

- If you submitted one Purchase Order for multiple schools in your district for the same program, you will see the total quantity for the entire district displayed. Example: **District Entitled Quantities:** 2000
- If schools in the district have made quantity changes, the schools will be listed underneath the district total, showing the quantities requested for each school. Example: **Requested Quantities** for Maple Middle School: 500
- You will also see the remaining quantity for the district. Example: **District Remaining Qty:** 0

District Entitled Quantities:	2000
Requested Quantities for OAK MIDDLE SCHOOL:	200
MAPLE MIDDLE SCHOOL (000123456):	500
SYCAMORE ELEMENTARY SCHOOL (000234567):	350
WILLOW MIDDLE SCHOOL (000345678):	450
PINE MIDDLE SCHOOL: (000456789):	500
District Remaining Qty:	0

If you are increasing quantities at a school, and the District Remaining Qty is not showing enough to cover the increase, you must decrease quantities at another school first, to cover the increase. Switch to the school you will decrease quantities from and make those changes, and then return to the school where you want to increase quantities and then make that change.

7. Update Worktext Shipping Date(s) for All Orders

Before you get started, it's important to understand:

- The worktexts ship each year **on the anniversary date that the original order is processed** in our system.
- You can change that shipping date on this screen. It is important to note that the changed shipping date will remain the shipping date for all future years unless you change it again.
- Ship date changes must be made 14 days before the original scheduled ship date.
- The ship date you choose is the date the order will leave the warehouse. It is not the delivery date.

For example: If an original order was processed on June 15, 2022, the worktexts will ship on June 15, 2022 and each subsequent year for as many years as you ordered (unless you change it). They will be delivered approximately 7-10 business days after the ship date.

To update the ship date for an order:

You must determine if you want to change the shipping date for this school only, or apply the change to all POs at your district or school. Note that if you are a District User, the option you see for the checkbox is to change the ship date for all worktext POs in your district. If you are a school level user, the option you will see is to change the ship date date for all worktext POs at your school. This will determine which fields you use to make the ship date change.

Update Worktext Shipping Date For All Orders

Selected School/District: **OAK MIDDLE SCHOOL**
100 OAK STREET
MAYFIELD, CA 90777
District: OAK INDEPENDENT SCHOOL DISTRICT
Subscription Year for the next ship date: 4
Available Ship Date: 05/02/2023
[View Original Order Info](#)

Switch to: (select)

[Click here](#) if you need year 1 and year 2 fulfillment in the same calendar year

Discipline & Program: SCIENCE - PH MIDDLE GRADES SCIENCE (402-MGSC)

- Changes will apply to all future years fulfillment
- The estimated delivery time will be approximately 7 - 10 business days from the ship date.
- You cannot have multiple ship dates for different products in the same order.

Change selected Program's ship date for ALL POs in the district to (month) / (day) [Confirm & Submit](#)

Change selected Program's ship date for this PO only, make your update here:
1. Change the month and day
2. Click Confirm & Submit

PO #210059800YR4
Current Ship Date: 05/02/2023 **New Ship Date for this PO only:** May / 2 / 2023 [Confirm & Submit](#)

When you click on Confirm & Submit, you will be taken directly to your confirmation page where you can review your saved changes. If you need to make additional edits, click the red Edit button. Otherwise, these are the ship dates for your school and/or district for all future years fulfillment unless you change them again.

Change Confirmation

Selected School/District: **OAK MIDDLE SCHOOL**
100 OAK STREET
MAYFIELD, CA 90777
District: OAK INDEPENDENT SCHOOL DISTRICT 4
Subscription Year for the next ship date:
Available Ship Date: 05/02/2023
[View Original Order Info](#)

Discipline & Program: SCIENCE - PH MIDDLE GRADES SCIENCE (402-MGSC)

Ship Date [edit](#) * This change applied to current & all future years fulfillment

PO #: 210059800 Order Doc #: 1009081558
New Ship Date: May 2

(see next page)

NOTE: To facilitate the picking and packing of your order, the order information is sent to the warehouse prior to the ship date. Therefore, any ship date changes must be made before this 14-day window when the order is already in the warehouse being prepared for shipment. If you miss making the changes to the date within the proper time frame and the order ships, please know you will be responsible for paying the return freight.

8. Update Shipping Address/Attention Line for School or District

To change the shipping address for an order:

Select Update Shipping Address/Attention Line from either the “I want to” drop down from the Main Menu page or from the “Switch to: dropdown on any other screen on the site.

1. Use the Change to drop-down list and select the location you would like the shipment to go to.
2. You will see a pop up letting you know that the school you changed will no longer receive shipments. Close the window to continue with your changes.
3. Update the Attention field, as necessary.
4. Click the Confirm & Submit button.

Update Shipping Address/Attention Line

Selected School/District: **OAK MIDDLE SCHOOL**
100 OAK STREET
MAYFIELD, CA 70777
District: OAK INDEPENDENT SCHOOL DISTRICT

Switch to: (select)

Subscription Year for the next ship date: 4
Available Ship Date: 05/02/2023
[View Original Order Info](#)

Discipline & Program: SCIENCE - PH MIDDLE GRADES SCIENCE (402-MGSC)

- Changes will apply to all future years fulfillment
- You cannot have multiple ship dates for different products in the same order.

Ship Date: 05/02/2023 Order Doc #: 1009081558

Change to: MAPLE MIDDLE SCHOOL - 100 Maple Ave, Mayfield, CA 70770 (1111000)
[Can't find a valid address?](#)

Attention: Laura Reynolds

[Confirm & Submit](#) [Cancel](#)

Quantity	Title / ISBN	Order Doc #	Program
1	ELEVATE MIDDLE GRADE SCIENCE 2020 CALIFORNIA NEW ENGINEERING DESIGN NOTEBOOK GRADE 6 (1418322105)	1009081558	PH MIDDLE GRADES SCIENCE
2	ELEVATE MIDDLE GRADE SCIENCE 2020 CALIFORNIA NEW ENGINEERING DESIGN NOTEBOOK GRADE 7 (1418322113)	1009081558	PH MIDDLE GRADES SCIENCE

Update Shipping Address

By changing the address, ANTIOCH U.S.D. WAREHOUSE may no longer have any future fulfillment scheduled for the current product.

You will be taken directly to your confirmation page where you can review your saved changes. If you need to make additional edits, click the red Edit button.

Change Confirmation

Selected School/District: **OAK MIDDLE SCHOOL**
.100 OAK STREET
MAYFIELD, CA 70777
District: OAK INDEPENDENT SCHOOL DISTRICT

Switch to: (select)

Subscription Year for the next ship date: 5
Available Ship Date: 05/01/2023
[View Original Order Info](#)

Discipline & Program: SOCIAL STUDIES - SF SOCIAL STUDIES ENGLISH (413-ESSE)

Shipping Address / Attention Line [edit](#)

PO #: 180215800 Order Doc #: 1008624219
Ship Date: 05/01
Ship-to Address: MAPLE MIDDLE SCHOOL (1111000)
100 Maple Ave
Mayfield, CA 70770
Attention Line: Laura Reynolds

9. View Warehouse Packing Instructions/Delivery Instructions

Review your Packing Instructions and Delivery Instructions. If any changes need to be made, please go to the [Worktext Customer Service Site](#).

View Warehouse Packing Instructions/Delivery Instructions

Selected School/District: **OAK MIDDLE SCHOOL**
100 OAK STREET
MAYFIELD, CA 70777
District: OAK INDEPENDENT SCHOOL DISTRICT

Switch to:

Subscription Year for the next ship date: 4
Available Ship Date: 05/02/2023
[View Original Order Info](#)

Discipline & Program: SCIENCE - PH MIDDLE GRADES SCIENCE (402-MGSC)

SCIENCE

Ship Date: 05/02/2023

Delivery Instructions: DELIVER 7:00 AM-3:00 PM INSIDE DELIVERY
Warehouse Comments: (n/a)

Quantity	Title / ISBN	Order Doc #	Program
1	1 ELEVATE MIDDLE GRADE SCIENCE 2020 CALIFORNIA NEW ENGINEERING DESIGN NOTEBOOK GRADE 6 (1418322105)	1009081558	PH MIDDLE GRADES SCIENCE
2	1 ELEVATE MIDDLE GRADE SCIENCE 2020 CALIFORNIA NEW ENGINEERING DESIGN NOTEBOOK GRADE 7 (1418322113)	1009081558	PH MIDDLE GRADES SCIENCE

10. View Previous Orders by Ship To Location

To view previous orders (subscription history):

Select View Previous Orders by Ship To Location either the “I want to” drop down from the Main Menu page or from the “Switch to: dropdown on any other screen on the site. View details about previous orders here. You can also export this data to excel or print the page.

NOTE: Please keep in mind that if you have added a new Ship To location, you will not see any previous order history for that location.

View Previous Orders By Ship To Location

Selected School/District: **OAK MIDDLE SCHOOL**
 100 OAK STREET
 MAYFIELD, CA 70777
 District: OAK INDEPENDENT SCHOOL DISTRICT

Switch to:

(select) ▼

Discipline & Program: **SCIENCE - PH MIDDLE GRADES SCIENCE** (402-MGSC)

SCIENCE

Export to Excel

Print

Original Order Date: 09/25/2020

Doc Number: [081558 \(click here to view order status\)](#)

Customer PO:		800YR3 (click here to view order status)			Status: Invoiced on 04/22/2022
Subscription Year: 3		Attention: WORKTEXT SUBSCRIPTION FULFILLMENT			
Quantity	Title / ISBN	Program	Grade Level		
1	1 ELEVATE MIDDLE GRADE SCIENCE 2020 CALIFORNIA ENGINEERING DESIGN NOTEBOOKGRADE 6 (1418276790)	PH MIDDLE GRADES SCIENCE	06		
2	1 ELEVATE MIDDLE GRADE SCIENCE 2020 CALIFORNIA NEW INSTRUCTIONAL SEGMENT 1STUDENT EDITION GRADE 6 (1418310344)	PH MIDDLE GRADES SCIENCE	06		
3	1 ELEVATE MIDDLE GRADE SCIENCE 2020 CALIFORNIA NEW INSTRUCTIONAL SEGMENT 2STUDENT EDITION GRADE 6 (1418310352)	PH MIDDLE GRADES SCIENCE	06		
4	1 ELEVATE MIDDLE GRADE SCIENCE 2020 CALIFORNIA NEW INSTRUCTIONAL SEGMENT 3STUDENT EDITION GRADE 6 (1418310360)	PH MIDDLE GRADES SCIENCE	06		
5	1 ELEVATE MIDDLE GRADE SCIENCE 2020 CALIFORNIA NEW INSTRUCTIONAL SEGMENT 4STUDENT EDITION GRADE 6 (1418310379)	PH MIDDLE GRADES SCIENCE	06		
6	1 ELEVATE MIDDLE GRADE SCIENCE 2020 CALIFORNIA ENGINEERING DESIGN NOTEBOOKGRADE 7 (1418276804)	PH MIDDLE GRADES SCIENCE	07		
7	1 ELEVATE MIDDLE GRADE SCIENCE 2020 CALIFORNIA NEW INSTRUCTIONAL SEGMENT 1STUDENT EDITION GRADE 7 (1418310387)	PH MIDDLE GRADES SCIENCE	07		
8	1 ELEVATE MIDDLE GRADE SCIENCE 2020 CALIFORNIA NEW INSTRUCTIONAL SEGMENT 2STUDENT EDITION GRADE 7 (1418310395)	PH MIDDLE GRADES SCIENCE	07		

11. Update Worktext Quantities by Grade by Order

You can view and update worktext quantities by each separate order and make changes to each order instead of viewing worktext quantities by school.

1. **Change quantities needed for each line item for each grade level.**

2. **Click the Confirm & Submit button.**

NOTE: You have the option of changing the quantity that is currently entered for each ISBN or, if you click the “Clear Qty” box, it will remove all current quantities and you can enter your new quantities for each ISBN. For example, if you are making changes for only a couple of grade levels, you can simply change the current numbers. If you are changing quantities for most grade levels, it may be easier to clear the quantity boxes and enter the new quantities.

Update Worktext Quantities By Grade By Order

Selected School/District: OAK MIDDLE SCHOOL
 100 OAK STREET
 MAYFIELD, CA 70777
 District: OAK INDEPENDENT SCHOOL DISTRICT
Subscription Year for the next ship date: 4
Available Ship Date: 05/02/2023
[View Original Order Info](#)

Switch to:

Discipline & Program: SCIENCE - PH MIDDLE GRADES SCIENCE (402-MGSC)

District Entitled Quantities: 2,000

Requested Quantities for OAK MIDDLE SCHOOL: 200
 MAPLE MIDDLE SCHOOL (000123456): 500
 SYCAMORE ELEMENTARY SCHOOL (000234567): 350
 WILLOW MIDDLE SCHOOL (000345678): 450
 PINE MIDDLE SCHOOL (000456789): 500
 District Remaining Qty: 0

Clear Current Quantities:
 You can either change ISBN quantities by editing the current number in each box below, or you may click on the Clear Qty button to clear all current quantities and type in new quantities.

2 1

Clear Qty Confirm & Submit Cancel

- remaining quantity cannot be carried from year to year. Credit will not be issued for remaining quantity.
- All changes will apply to the current year fulfillment only.

Ship Complete Checkbox: Only check “Ship Complete” if you want items to ship together. If this box is checked, and something is on backorder, the whole order will not ship.

1. Order Doc #: 1009081558

Ship Date: 05/02/2023

Ship to Address:
 OAK MIDDLE SCHOOL
 100 OAK STREET
 MAYFIELD, CA 70777

Attention:
 WORKTEXT SUBSCRIPTION FULFILLMENT

Delivery Instructions:

Ship Complete
 (Select Ship Complete only if you want all items to ship together. If something is on backorder, the order will not ship if you have this box checked.)

Qty	Title/ISBN	PO #	Program	Grade
1	ELEVATE MIDDLE GRADE SCIENCE 2020 CALIFORNIA NEW ENGINEERING DESIGN NOTEBOOK GRADE 6 (1418322105)	210059800YR4	PH MIDDLE GRADES SCIENCE	06
1	ELEVATE MIDDLE GRADE SCIENCE 2020 CALIFORNIA NEW ENGINEERING DESIGN NOTEBOOK GRADE 7 (1418322113)	210059800YR4	PH MIDDLE GRADES SCIENCE	06
3	ELEVATE MIDDLE GRADE SCIENCE 2020 CALIFORNIA NEW	210059800YR4	PH MIDDLE GRADES SCIENCE	06

Confirm and Submit: When you click confirm and Submit to save your quantity changes and submit your order, one of three outcomes will occur: (see next page)

1. **If the Remaining Quantity is 0**, you will be taken directly to your confirmation page where you can review your saved changes. If you need to make additional edits, click the red Edit button. Otherwise, these are the Quantities that will be shipped to this school.

Change Confirmation

Selected School/District: **OAK MIDDLE SCHOOL**
 100 OAK STREET
 MAYFIELD, CA 70777
 District: OAK INDEPENDENT SCHOOL DISTRICT
Subscription Year for the next ship date: 4
Available Ship Date: 05/02/2023
[View Original Order Info](#)

Switch to:

Discipline & Program: **SCIENCE - PH MIDDLE GRADES SCIENCE** (402-MGSC)

1. Order Doc #: 1009081558

Ship Date: 05/02/2023	Qty	Title/ISBN	PO #	Program	Grade
Ship to Address: 100 OAK STREET MAYFIELD, CA 70777	1	ELEVATE MIDDLE GRADE SCIENCE 2020 CALIFORNIA NEW ENGINEERING DESIGN NOTEBOOK GRADE 7 (1418322113)	210059800YR4	PH MIDDLE GRADES SCIENCE	06
	2	ELEVATE MIDDLE GRADE SCIENCE 2020 CALIFORNIA NEW ENGINEERING DESIGN NOTEBOOK GRADE 8 (1418322121)	210059800YR4	PH MIDDLE GRADES SCIENCE	06

2. **If there is remaining quantity**, you will see a pop up informing you that you have not allocated your full entitlement. Click Cancel in the pop up to go back and allocate additional worktexts. If you do not want the unallocated worktexts, click OK to save your changes. However, the remaining quantities cannot be carried over and no credit can be issued for these. After a few moments, you will see the Confirmation page.

k12.savvas.com says

You have not allocated your full entitlement.

Note - remaining quantity cannot be carried from year to year. Credit will not be issued for remaining quantity.

Please check all quantities are correct prior to moving to next screen.
 Remaining Quantities: 10

Click 'OK' to submit the request; 'Cancel' to edit quantities

3. **If you have allotted more than your entitled quantity**, you will see this pop up informing you that you have exceeded your entitled quantities. Click OK to make the adjustments to remove the number of exceeded worktexts. Then, click Confirm & Submit again. You will be taken to the Confirmation page.

k12.savvas.com says

You have exceeded your entitled quantities.

Excess quantity: 4
 Quantities entitled: 2200