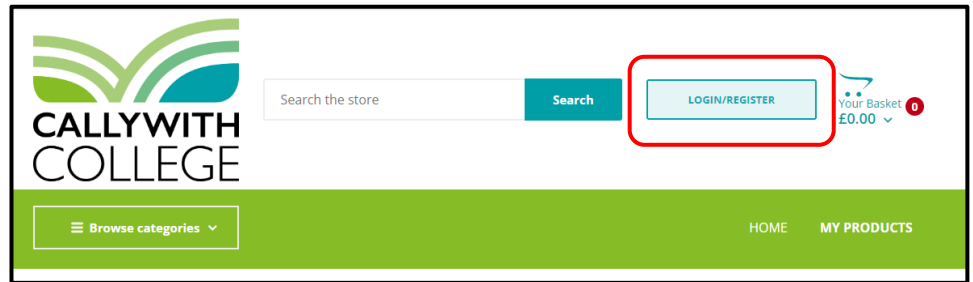


Callywith College Online Store – How to register an account

Step 1) Access the [College Online Store](#)



Step 2) Click **Login/Register**

Step 3) Enter your name, email address and create a password. Click **Register**

There is no limit to the number of Online Store accounts you can have with different email addresses - for example, you could have an account, and your parent/carer could have an account too. All accounts must be linked to the student for them to purchase items (see step 4).

The screenshot shows the 'Login/Register' page. The breadcrumb 'Home > Login/Register' is at the top. The page is split into two columns. The left column is titled 'Register' and contains four input fields: 'First Name' (with placeholder 'Your first name'), 'Last Name' (with placeholder 'Your last name'), 'Email Address' (with placeholder 'Your email address'), and 'Password'. Below these is a 'Confirm Password' field. A teal 'REGISTER' button is at the bottom of this column. The right column is titled 'Login' and contains three input fields: 'Email Address' (with placeholder 'Your email address'), 'Password', and 'Forgotten Password'. A teal 'LOGIN' button is at the bottom of this column. The 'Register' form area is highlighted with a red rounded rectangular box.

Step 4) Click **Link to Student Record**

Most of the items available on the Online Store are only available to students so your account must be linked to a student's record to allow you to view and purchase these items.

Even if you (the student) are setting up the Online Store account, you must still link your student record to be able to view the items.

The screenshot shows the 'Thank you' page. The breadcrumb 'Home > Thanks' is at the top. The main heading is 'Thank you'. Below it is a line of text: 'If you are a student or parent/guardian, please click the button below to link your account to a student record'. Below this text is a teal button with the text 'LINK TO STUDENT RECORD', which is highlighted with a red rounded rectangular box.

Step 5) Enter the student's ID number and their date of birth. Click **Next**.

Please note, you will need a verification code that is sent to the student. If you are a parent/carer, please make sure your young person has access to their emails to provide you with this code.

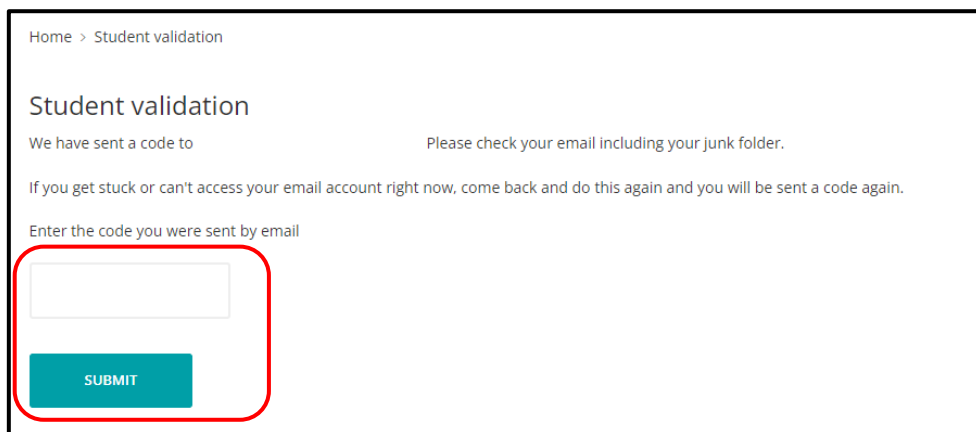
The screenshot shows the 'Link your student record' page. The breadcrumb 'Home > Link your student record' is at the top. The page is split into two columns. The left column is titled 'Link your student record' and contains two paragraphs of text explaining the process. The right column is titled 'Make the link' and contains two input fields: 'Student Number' (with placeholder 'Your student number') and 'Date Of Birth' (with placeholder 'Your date of birth'). A teal 'NEXT' button is at the bottom of this column. The 'Make the link' form area is highlighted with a red rounded rectangular box.

Callywith College Online Store – How to register an account

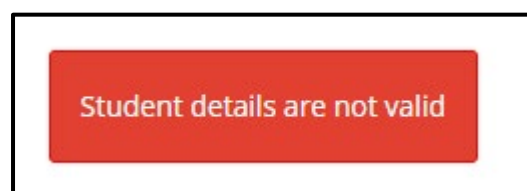
Step 6) If the details match our system, a verification code will be sent to the personal email address we have on file for the student.

If the student's personal email address needs updating in our files, the student can email cat@callywith.ac.uk.

Enter the validation code. Click Submit.



If you receive this error code, this means the combination of ID number and date of birth entered does not match our system. Please check the details you have entered. If they appear correct, please email enquiry@callywith.ac.uk for assistance. Please include the student's ID number and date of birth in your email.



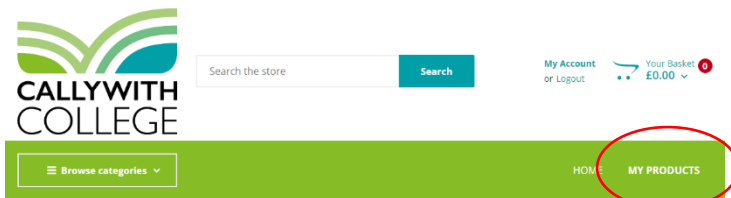
Items available for purchase will either be available to all students or linked to the student specifically. If the item is available to all students, please use the **Browse Categories** function or the **search bar**.

If an item is linked directly to the student, it will only be visible under **My Products**. To view items here, you must ensure you are logged in to your Online Store account and have selected the student you would like to view items for.

On a computer **My Products** can be found to the right of the green bar.

On a mobile device, open the **Menu**, click the drop-down option next to **Shop**.

Computer:



Mobile:

