

Welcome to Pearson Education's Workbook Request Website

The following steps describe how to request your Pearson Education workbooks. If you have any questions, please contact the Pearson Education office at the number listed on the site or click on your local regional office name on any page to send an email. Please note: Advance Placement consumable workbooks cannot be ordered on this website. The regional office will be contacting you about your AP materials.

LOG-IN WINDOW

- After connecting to the site <http://www.pearsonworkbooks.com/> enter your PIN #.
- If this is your district, select **Yes**--if not, re-enter the pin number. If you still find the wrong district listed, click on your local regional office name. This will allow you to send an email directly to our regional sales office.

MAIN MENU WINDOW

- If your district is not interested in receiving any workbooks please select the "click here" link.
- **Subjects that your district are entitled to will appear as hyperlinks. Select the first subject you want to enter.** Once you have selected a subject, you will be advanced to the **Ship to Window**.
- Below the subjects are links to summary reports; view requested workbooks by ship to location or subject, workbooks received in 2009 by school/subject, and student editions purchased. You can use these reports to review/confirm your entries or see what your district received last year.
- **If your district received hardware in lieu of workbooks, you may not be entitled to workbooks this year. Check with your regional office.**

SHIP TO WINDOW

- **Select a ship to location from the pull-down menu.** If the desired location does not appear, select **Other** and complete form.

FORM WINDOW

- Note: **all** fields must be completed (except Comments) before your order can be submitted. Fill out the Attention Line and make sure the ship to location is correct.
- **Select** delivery month, building closed for shipment delivery date, and school start date
- **Complete** contact information
- The **Comment** field is for explaining any differences made in your workbook order. For example: increase in workbook request due to purchasing additional student editions, change workbook selection, special shipping instructions; such as request for inside delivery, or closed Fridays for deliveries, etc.
- **Enter the quantity** of workbooks needed. To assist you, we have provided the number of workbooks each building received last year, the number of Student Editions purchased by the district, and a report showing workbook shipments in 2009. Once you have populated your workbook selections, select **Submit Request**. *TIP: You can copy and paste this screen into Excel for distribution to schools or supervisors in your district.*

REQUEST SUMMARY WINDOW

- This window provides you with a complete summary of your order including an order number. If you need to edit your order, click on the **modify** button on the top right.
- Again, you will see the links to view requested workbooks by ship to location or subject, workbooks received in 2009 by school/subject, and student editions purchased.
- To place additional orders for workbooks in different subjects or campuses, click on the link **Enter New Request** and complete steps for new order.
- If you have completed your order, click on **Sign-Off**.