

SchoolHealth.com User Guide

Grand Prairie Independent School District

(June 2019)

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Chat and Phone Help	Error! Bookmark not defined.

Register for an Account

To log in, please visit www.schoolhealth.com/grandprairie

Fill out the required fields and **make sure to use your @gpisd.org email address to receive your Buyboard contract pricing**. Once registered, you will be redirected to your Grand Prairie Independent School District landing page:



Contact Information

For questions about School Health or for questions about your order please [contact us](#) today.

You may also chat with one of our agents in the lower right corner of your screen.

Questions for Grand Prairie ISD, contact:

Sherry Ellis
sherry.ellis@gpisd.org
Director of Purchasing

Questions regarding School Health Products:

Rachel Hodges
Territory Manager
rhodges@schoolhealth.com
630-339-7879

Ordering Instructions

Please specify your School Health Contract #530-17 and School Health Quote #3207599 when speaking with your representative.

Order Information

- 11% off or greater on most list prices.
- FREE standard shipping and handling on orders over \$90.00.
(Standard UPS shipping rates will apply to any order under \$90.)
- 100% satisfaction guarantee.

[Shop Here for Your Special Pricing](#)

Login to Your Account

To log in, please visit www.schoolhealth.com and click Log In at the top of the page.

Using the Login with your Email Address section, login with your email address and password that you used to register for an account and click Log In.

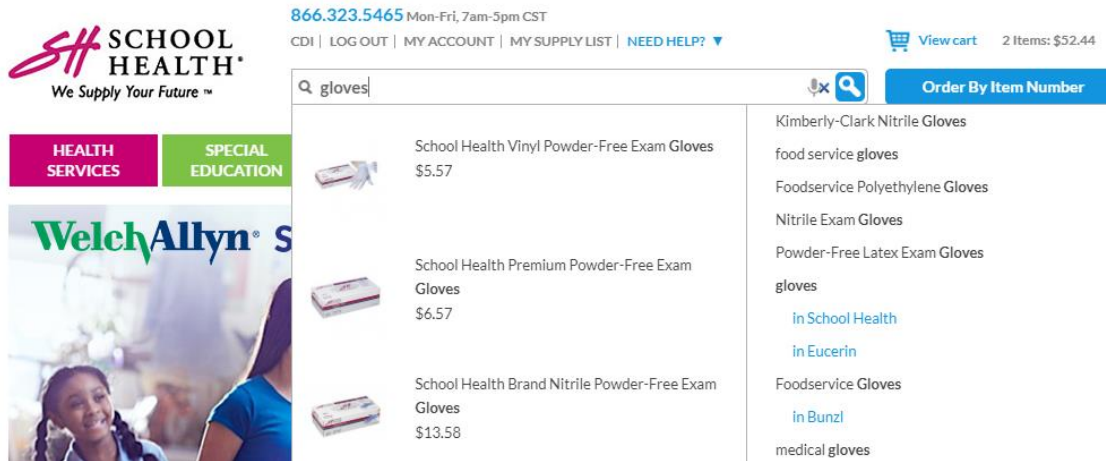
When logged in, you will be presented with the Grand Prairie Independent School District Landing Page (see above).

Shopping

School Health provides several easy ways to find the products you are looking for.

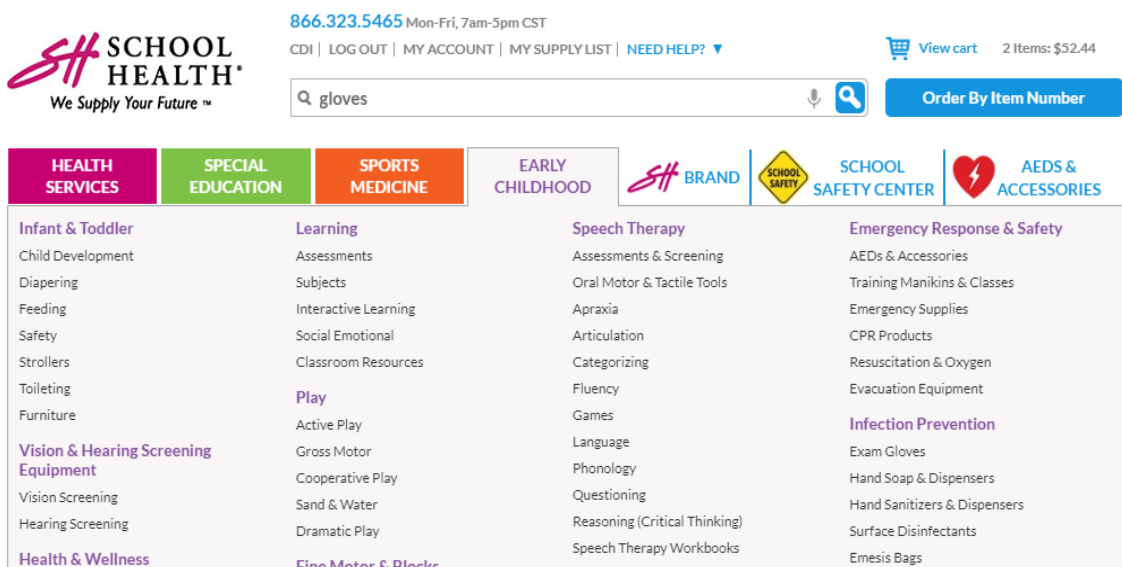
Search

Use the search box at the top of the site to search for a keyword, product name or School Health item number. A convenient dropdown menu will appear suggesting top products or you can press the magnifying glass in the search box to see all results.



Categories

Point your cursor over our navigation bar to explore the categories under Health Services, Early Childhood and more.



Product Pages

When viewing a product page, you can enter the desired quantity and then add the item to your cart (pg. 7) or save it to a supply list (pg. 5).

The screenshot shows a product page for 'Say & Do Grammar Board Games' (Item # 1001052) priced at \$35.96. The page features a navigation bar with categories: HEALTH SERVICES, SPECIAL EDUCATION, SPORTS MEDICINE, and EARLY CHILDHOOD. The breadcrumb trail is: Home / Special Education / Learning / Subjects / Writing / Instruction / Say & Do Grammar Board Games. The main image shows a colorful board game board. Below the main image are two smaller thumbnail images. To the right of the image, the product title and price are displayed. Below the price, it says 'Availability: Available' and 'Be the first to review this product'. A 'Quick Overview' section describes the product. At the bottom right, there are buttons for 'Add to List', 'Add to Cart' (with a quantity input field set to 1), 'Compare', and 'Email a Friend'. Social media icons for Facebook, Twitter, and email are also present.

Order by Item Number

If you know the School Health item numbers of the products you want to order, you can use the "Order by Item Number" button at the top of the site to do so. Simply enter the item number followed by the desired quantity. Click the "Continue" button and the items will be added to the cart.

The screenshot shows the 'Quick Order' form on the School Health website. The top navigation bar includes the School Health logo, contact information (866.323.5465), and links for CD, LOG OUT, MY ACCOUNT, MY SUPPLY LIST, and NEED HELP?. A search bar is present, and the 'Order by Item Number' button is highlighted with a red circle. Below the navigation bar, the 'Quick Order' section is titled 'Quick Order' and includes the text: 'With your School Health catalog in hand, it is easy to place an order! When you have finished, click Continue.' The form asks for 'Enter Item Number(s)' and provides an example: 'Enter the Item Number from the catalog, omitting the 1 or 2 letter prefix. Example: For item AC13071, enter 13071.' The form contains two columns of input fields for 'Item Number(s)' and 'Qty'. The first column has '32265' and '32070' entered. The second column has '2' and '1' entered. A 'Continue' button is located at the bottom of the form.

Supply Lists

Supply lists are a convenient way to create lists of items that are ordered frequently. Supply lists can be created from product pages or from the items in the shopping cart. Supply Lists can be accessed from the very top of the website next to the “My Account” link.

Creating a supply list from a product page

As shown in the “Product Pages” (pg. 4) screenshot, once a desired quantity is entered, you can press the “Add to List” button to create a supply list or add the item to an existing list.

The website will ask you if you want to add the items to an existing list or a create a new list.

You can change the name of the supply list at any time.

The screenshot shows a dialog box titled "Add To List" with options to "Select Existing List" (with a dropdown menu) and "Create New List". Below the dialog is a "Supply List" page with a table of items. The table has columns for "ALL ITEM #", "ITEM #", "PRODUCT", "DETAILS", "UNIT PRICE", "QTY", "TOTAL", and "Move to:". The items listed are:

ALL ITEM #	ITEM #	PRODUCT	DETAILS	UNIT PRICE	QTY	TOTAL	Move to:
	90012	Multipurpose Handband Nylon Braab		\$3.75	1	\$3.75	Select... Remove
	27585	Slings Wound and Burn Care Kit		\$236.53	1	\$236.53	Select... Remove
	90113	Dispense Glove Wall Mount		\$13.80	1	\$13.80	Select... Remove

Creating a supply list from the cart page

If you already have items in your cart and want to create a supply list, press the “Save Cart” button. You will be presented with the option to create a new supply list or add the items in your cart to an existing on. (See above screenshot)

866.323.5465 Mon-Fri, 7am-5pm CST
CDI | LOG OUT | MY ACCOUNT | MY SUPPLY LIST | NEED HELP? ▾

View cart 2 Items: \$32.21

search

Order By Item Number

HEALTH SERVICES | SPECIAL EDUCATION | SPORTS MEDICINE | EARLY CHILDHOOD | SH BRAND | SCHOOL SAFETY | SCHOOL SAFETY CENTER | AEDS & ACCESSORIES

Shopping Cart

Select shipping method

PRODUCT NAME	ITEM #	UNIT PRICE	QTY	SUBTOTAL	REMOVE
 School Health Adhesive Bandages, Flexible Fabric 4-Wing, 3" x 3" 50/Box * In Stock See Details	32265	\$4.94	2	\$9.88	✕
 School Health Brand Adhesive Bandages, Plastic, 3/4" x 3" 1500/Box * In Stock See Details	32070	\$22.33	1	\$22.33	✕

Continue Shopping | Save Cart | Print Cart | Remove All Items From Cart | Update Shopping Cart

Managing and ordering from Supply Lists

Supply lists can be edited or added to the cart for easy re-ordering of frequently purchased items. You can also remove items or move them to a different supply list. Press Save to save your changes.

Use the checkboxes along the left side to indicate which items on your supply list you want to add to your shopping cart.

Tips:

- Many people find it easiest to adjust quantities after the products are added to the cart.
- If you change a quantity to zero in the supply list, the item will be removed from the supply list.
- Anytime you update quantities on your supply list, you must hit the "save" button before adding to cart.

Save Name	ALL NICHES	ITEM #	PRODUCT	DETAILS	UNIT PRICE	QTY	TOTAL	
<input checked="" type="checkbox"/>		49144		Ammonia Inhalant Products - Capsules - 10/Box	\$3.17	1	\$3.17	Move to: Select ... Remove
<input checked="" type="checkbox"/>		34042		Isopropyl Alcohol - 16 oz. (70%)	\$2.00	1	\$2.00	Move to: Select ... Remove
<input checked="" type="checkbox"/>		11577		Kaufman Speech to Language Protocol Workout Book	\$111.54	10	\$1,115.40	Move to: Select ... Remove
							Total: \$1,120.57	

Save changes to product quantities before selecting the Add to Cart button.

[Share](#) [Save](#) [Add to Cart](#)

Sharing Supply Lists

Supply lists can be shared by email. Recipients can click the link in their email to view the supply list online. If they log into their School Health account, they can save the list to their own account.

Share Your Supply List

Sharing Information

* Recipient's Email address:

Message:

[Back](#) [Share Supply List](#)

Tips:

- Make sure the recipient is logged in when they view the supply list.
- The recipient can press the "copy" button to save the list to their own account.

SCHOOL HEALTH
We Supply Your Future™

Greetings!
Jessica Wetzel has sent you a supply list to review. You can add these items to your shopping cart or save these items to your own supply list. [Learn more about your supply list.](#)

Message from Jessica Wetzel:
Please approve my list for purchase.
Thank you,
Jessica

Contact Jessica Wetzel at jwetzels@schoolhealth.com to reply to this message.

Jessica Wetzel's Supply List:
[View all supply list items](#)

Ammonia Inhalant Products - Capsules - 10/Box Item # 49144 Qty: 1 Price: \$3.17 ea Total Price: \$3.17 View Product	Isopropyl Alcohol - 16 oz. (70%) Item # 34042 Qty: 1 Price: \$2.00 ea Total Price: \$2.00 View Product	Kaufman Speech to Language Protocol Workout Book Item # 11577 Qty: 10 Price: \$111.54 ea Total Price: \$1,115.40 View Product

[View all supply list items](#)

Thank you, Jessica Wetzel





View the Shopping Cart

You can save your cart as a supply list (see pg. 5), print the cart (this creates a printable PDF) or remove all items from your cart to start over. To review any previously printed carts, go to the My Account page (pg. 9).

Please note: Any time you update the quantities of the items in your cart, you must press the blue “Update Shopping Cart” button to save your changes.

Shopping Cart

Select shipping method

PRODUCT NAME	ITEM #	UNIT PRICE	QTY	SUBTOTAL	REMOVE
 School Health Adhesive Bandages, Flexible Fabric 4-Wing, 3" x 3" 50/Box * In Stock See Details	32265	\$4.94	<input type="text" value="2"/>	\$9.88	
 School Health Brand Adhesive Bandages, Plastic, 3/4" x 3" 1500/Box * In Stock See Details	32070	\$22.33	<input type="text" value="1"/>	\$22.33	

[Continue Shopping](#)[Save Cart](#)[Print Cart](#)[Remove All Items From Cart](#)[Update Shopping Cart](#)

To proceed to the checkout page, enter the State and Zip code and select a desired shipping method. Press the “Update Total” button to see the grand total of the order. The “Proceed to Checkout” button will appear.

Discount Codes
Enter your coupon code if you have one.

[Apply Coupon](#)

Gift Cards
Enter the Gift Card code

[Add Gift Card](#)
[Check Gift Card status and balance](#)

Calculate Shipping and Tax
Enter your destination to get a shipping estimate.
If you would like to ship your order internationally, click [here](#) for instructions.
In Stock items can be shipped Next Day, 2nd Day or 3rd Day. 'Available' items can only ship Ground.

Country

State

* Zip Code

[Calculate Shipping and Tax](#)

UPS
 Ground \$20.23
 3 Day Select \$29.73
 2nd Day Air \$36.89
 Next Day Air Saver \$81.24

[Update Total](#)

*Orders placed after 12pm CST will be processed the following business day.

Subtotal \$32.21
Shipping & Handling (UPS - Ground) \$20.23
Grand Total Excl. Tax \$52.44
Grand Total Incl. Tax \$52.44

[Proceed to Checkout](#)