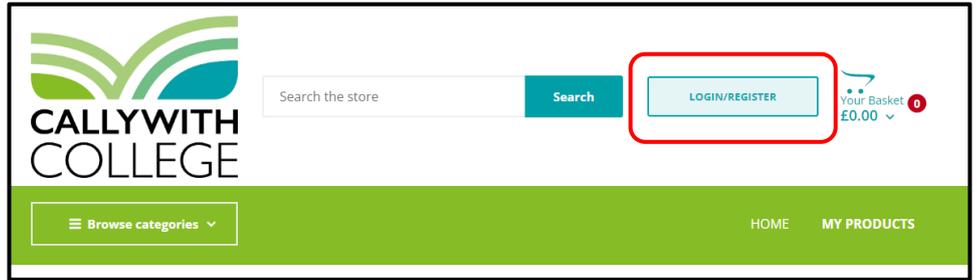


Callywith College Online Store – How to register an account

Step 1)

Access the [College Online Store](#)

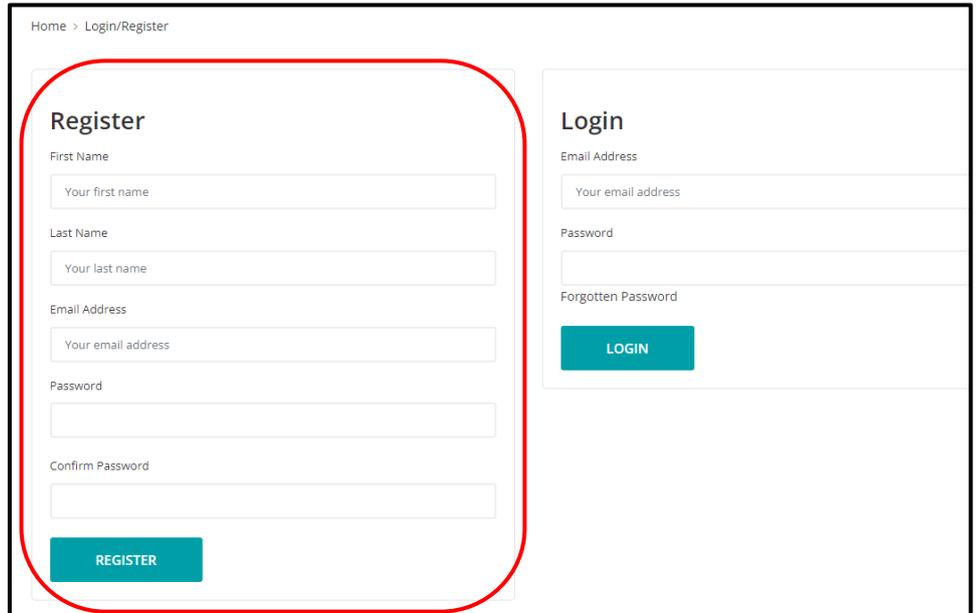


Step 2) Click Login/Register

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

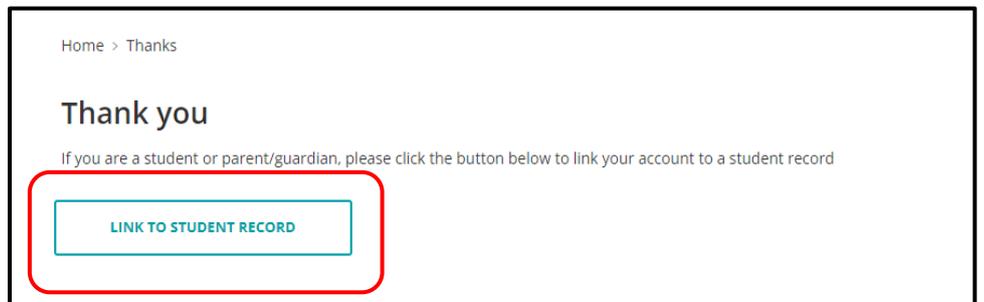
There is no limit to the number of Online Store accounts you can have with different email addresses - for example, both the student and parent/carer could have an account.

All accounts must be linked to the student ID to be able to purchase items (see step 4).



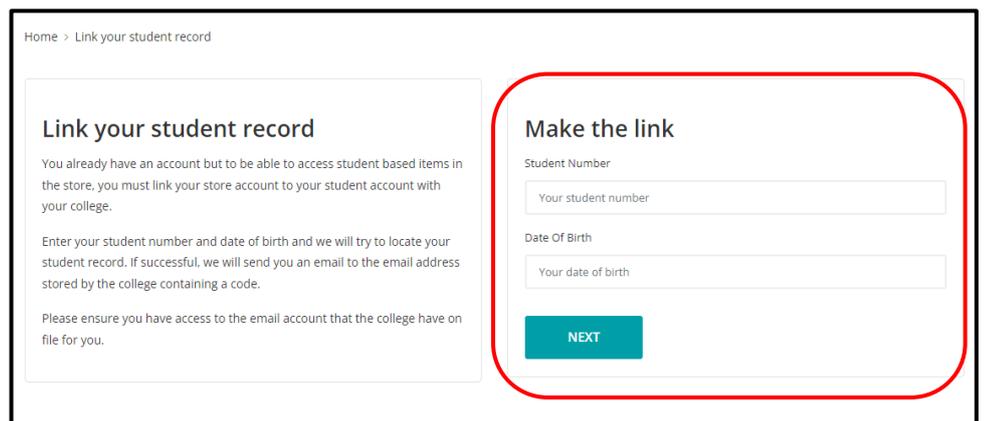
Step 4) Click Link to Student Record

Most of the products on the Online Store are only available to students so all accounts (including the student's) must be linked to a student's record to view



Step 5) Enter the student ID number and date of birth. Click Next.

The student will be sent a verification code to the **personal email address completed on the Admissions Portal**. This is required to link the email to the Student.



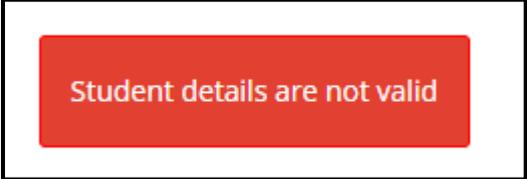
Callywith College Online Store – How to register an account

Step 6) If the details are correct a verification code will be sent to the student personal email address we have on file for the student.

If the student's personal email address is incorrect please email enquiry@callywith.ac.uk.

Enter the validation code. Click Submit.

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



Step 7) To Purchase Items

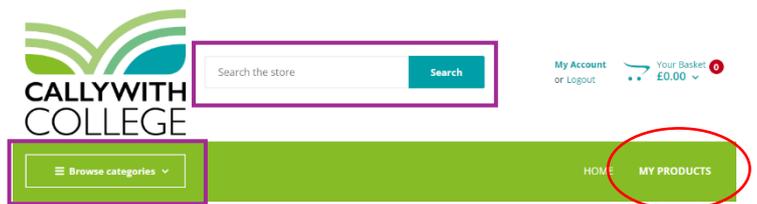
Items available for purchase can be available to all students or only available to specific students. If the item is available to all students, please use the **Browse Categories** function or the **search bar**.

If an item is linked directly to the student, it will be available 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:

