

## How to Self-Register

Welcome to School Specialty Online! Below are some instructions to help you request access to your organization as a new user. Please note your registration will be sent to the listed User Account Approver(s). Once they have approved you will receive an email with instructions on how to activate your new account.

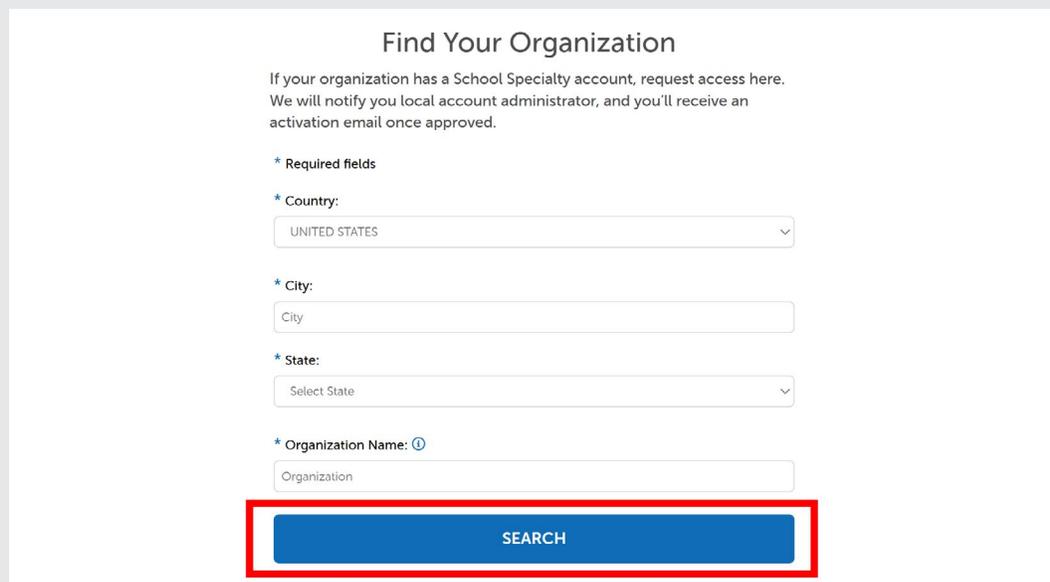
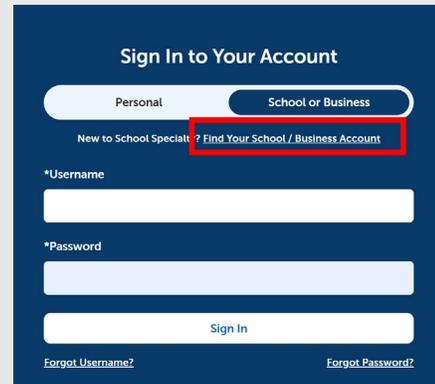
### Register as a New User:

- Visit [select.schoolspecialty.com](http://select.schoolspecialty.com) (U.S. customers) or [select.schoolspecialty.ca](http://select.schoolspecialty.ca) (Canadian customers).
- Under School or Business, click **Find Your Business/School Account**.
  - Alternatively, at the top right of any page, click **Sign In/Request Access** and select **REGISTER WITH YOUR ORGANIZATION**.

**ProTip!** We suggest registering at the location where you work unless otherwise instructed.

- Enter your location name, city, state and country, then click **Search**.
  - If more than one name appears, choose your location and click **Confirm**.

**ProTip!** Enter the name of your organization as it appears on School Specialty invoices or packing slips. Or try searching using keywords related to your location. For further assistance, contact our Online Web Support via chat, call 888.388.3224, or email [websupport@schoolspecialty.com](mailto:websupport@schoolspecialty.com)



## Register as a New User: (continued)

- Fill in the appropriate information, then click **SUBMIT REQUEST** to send this information to the Administrator(s) noted on your account as a User Account Approver.

**IMPORTANT!** Once your Administrator has reviewed your request, you will receive an email notification of approval to continue or reason for rejection. You will not be able to login until your request is approved. If that person is no longer with your organization, please contact us.

### Request a Business Account

You are requesting an account from the organization listed below. We will alert the Account Approver of your request. Once they have approved your request you will receive an email with instructions on how to activate your new account.

School or Organization	User Account Approver
WEB SUPPORT TEST PLAYGROUND DISTRICT W6316 Design Dr Greenville, WI 54942-8404 <a href="#">Change</a>	Sai Test

**\* Required fields**

**\* Username:**

**\* Password:**

Passwords should be at least 8 characters long, contain at least 1 letter and 1 number and are case-sensitive.

**\* Verify Password:**

**\* First Name**

**\* Last Name**

**\* Email Address**

**\* Title**

**\* Phone Number**  
 123  555-5555  Ext.

**Additional Note**

**SUBMIT REQUEST**

By continuing, you agree to School Specialty's [Terms & Conditions](#), [User Agreement](#), and [Privacy Policy](#).

**Questions?** Contact our Online Web Support via chat, call **888.388.3224** or email [websupport@schoolspecialty.com](mailto:websupport@schoolspecialty.com).