



Please note that all PIN numbers are new this year.

Welcome to SAVVAS Learning's STUDENT EDITION (CONSUMABLE) Reorder Website for Texas

IMPORTANT: DEADLINE FOR MAKING CHANGES IS MAY 3, 2024

The website has been updated, please read through the instructions before placing your order. The following steps outline how to order/request changes for your order of **CONSUMABLE STUDENT EDITIONS**. Changes include contact information, shipping address, delivery date, and quantities between grade levels (not to exceed the total quantity purchased for the subject). If you have any questions, please click on the 'NEED HELP' button located under the menu dropdown. Enter all requested information to send an email. Allow 24 hours for a response.

NOTE: We recommend that you view your order details immediately for accuracy even if no changes need to be made. Ship date defaults each year to the month of May. **You must request a date change if you prefer an early or delayed shipping.** Note that changes are not saved from one year to the next.

LOG-IN WINDOW:

In order to access the site you must first register a new account using your school email and your pin number. If you do not have your pin number, click on the 'Forgot Pin' button and follow directions.

Once you have registered and verified your account, connect to <https://worktext-orders.savvas.com/> enter your email address and PIN # and click Login.

Check to verify that you are linked to your district, if not, re-enter the pin number. If you still find the wrong district listed, click on the 'NEED HELP' button shown on the login page. This will allow you to send an email directly to Sales Operations.

Click on the 'EDIT ORDERS' button next to the subject you are ordering. Check the shipping address and make changes if needed. Use the drop down to choose a different campus address if necessary.

Enter quantities for each grade level. Click on 'UPDATE AND CONTINUE' button.

Under Delivery Date and Warehouse Carrier Notes. Check box indicating when you can accept shipments. Indicate future delivery dates if you cannot receive shipments immediately and, note any district closures.

Use warehouse comments for any special packaging instructions and the carrier comments field for special delivery notes.

Click on 'SAVE AND CONTINUE' button to review your order.

If all information is correct, click on 'CONFIRM AND SUBMIT' button. If edits still need to be made, click on **'EDIT' button.**

Make a note of your confirmation number and print the page. A confirmation email will be sent to you. Please check the email to make sure all information is correct.

If you have another order to place for the same subject, click on 'PLACE NEXT ORDER' button. If you would like to place an order for another subject, click on 'ORDER OVERVIEW' to return to the main screen.

If no changes are needed, your Student Edition (Consumable) Reorder will ship automatically to the address shown for each program.

Districts that are entitled to **FREE GRATIS WORKBOOKS** should request these through the workbook website at <https://workbooks.savvas.com/>. This site is scheduled to open April 1.