

## School Tool Box Online Instructions

- Step 1: Navigate to: [www.schooltoolbox.com](http://www.schooltoolbox.com)
- Step 2: Select REGISTER
- Step 3: Fill out registration form and click: REGISTER
- Step 4: You will receive an email to activate your account.  
(\*\*please note -this email may appear in your "spam folder")  
Once you receive your email- open the link and "activate" your account.
- Step 5: After you active your account, select LOGIN at top of screen:  
Log in using your "Login ID" or email and enter your password.
- Step 6: Select: "I AM A PARENT" and click SUBMIT.
- Step 7: Select "PURCHASE BOXES FOR YOUR CHILDREN" or "BOXES" from the chalkboard
- Step 8: Add your child's information and select your school. The website will look for schools in the city from your profile. If you live in a different city than your school, change the city in the search box. It will search as you type. Click on your school name in the list. Click CREATE".
- Step 9: Your child's list has been created. Click "SELECT BOXES".
- Step 10: Select Box and Continue
- Step 11: Review Boxes  
(If you want to remove an item from the list, you will need to put a zero in the quantity box. If you leave the box blank, it will be added back to your order when you click to proceed to check out) Once reviewed, click and add to cart.
- Step 12: Click "Proceed to Check Out"
- Step 13: Choose shipping address:  
Choose address entered in your profile OR enter a new address  
(if adding a new address fill out the fields, then click continue)
- Step 14: Choose Ship Date:  
Choose Ship When Ready OR Delay Shipping  
(If you choose Delay Shipping: Enter the date you would like for STB to SHIP your order, not receive it)  
\*\*Allow 21 calendar days prior to when you need your supplies\*\*
- Step 15: Click "Continue"
- Step 16: Enter payment information
- Step 17: Click "Continue"
- Step 18: Review your order – Click "Place Order" & you are done!!!

\*\*\*If you have any questions or concerns, please feel free to contact:  
School Tool Box directly at 800-952-1119

Thank you for using School Tool Box and enjoy your new supplies 😊