

Wabasha-Kellogg School District

Parent/Guardian User Guide

2019-2020 School Year

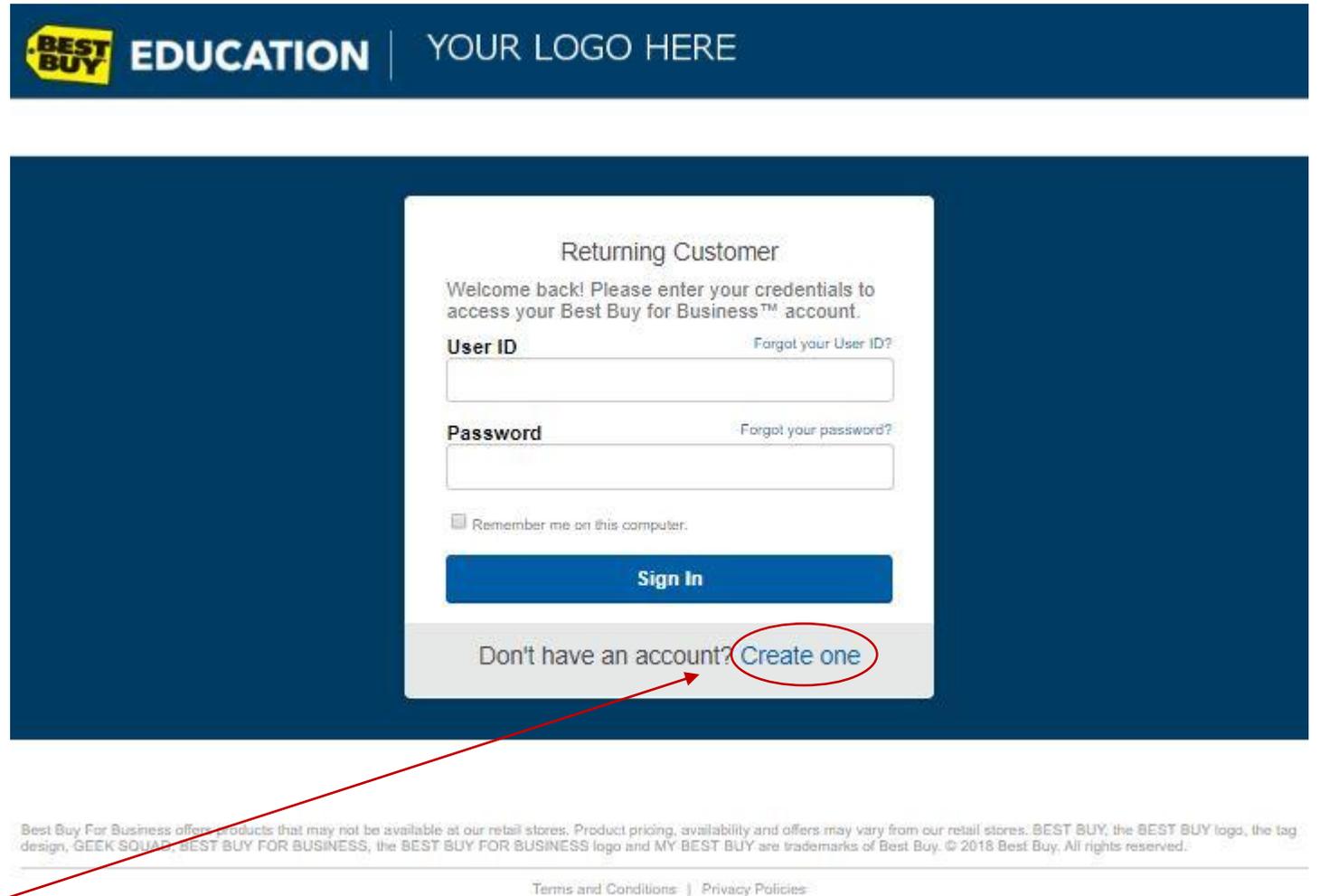
STEP 1: PARENT/GUARDIAN REGISTRATION:

As a parent/guardian, you will receive a timeline from Wabasha-Kellogg School District as to when the Best Buy Education purchasing site will be ready for registration and purchasing.

To register go to:
www.bbfb.com/psf/wabasha2019

Upon opening the URL you will see a registration page to create an account for purchasing one of the devices the school has selected for the school year.

Click “Create one” to register.



The screenshot shows the 'Returning Customer' login page for Best Buy Education. At the top, there is a dark blue header with the Best Buy logo, the word 'EDUCATION', and a placeholder 'YOUR LOGO HERE'. The main content area is a white box on a dark blue background. It contains the following elements:

- Returning Customer** (Section Header)
- Welcome back! Please enter your credentials to access your Best Buy for Business™ account.
- User ID** field with a 'Forgot your User ID?' link.
- Password** field with a 'Forgot your password?' link.
- Remember me on this computer.
- Sign In** button.
- Don't have an account? [Create one](#) (The 'Create one' link is circled in red, and a red arrow points from the text 'Click “Create one” to register.' to it).

At the bottom of the page, there is a small disclaimer: 'Best Buy For Business offers products that may not be available at our retail stores. Product pricing, availability and offers may vary from our retail stores. BEST BUY, the BEST BUY logo, the tag design, GEEK SQUAD, BEST BUY FOR BUSINESS, the BEST BUY FOR BUSINESS logo and MY BEST BUY are trademarks of Best Buy. © 2018 Best Buy. All rights reserved.' Below this is a link for 'Terms and Conditions | Privacy Policies'.

STEP 2: PARENT/GUARDIAN REGISTRATION

Here's how to create an account:

1. Enter the registration code that was provided by your school administration.
2. Create a **NEW** User ID for 2019-2020 school year. Do NOT use previous years' user IDs as you will receive an error.
3. Enter a valid email address*
4. Create a Password
5. Enter **Parent** First and Last Name
6. Finish entering all other fields noted with an asterisk (*)

Click Save. You will receive a “Successful Registration” email from us shortly. Inside the email you will find a link to the school’s partner store front so you may begin shopping.

*Please provide a valid email address to ensure you receive the registration confirmation email.

The screenshot shows a registration form for Best Buy Education. At the top, there is a dark blue header with the Best Buy Education logo and the text "YOUR LOGO HERE". Below the header, the form is titled "Create your account". The form contains several input fields, each with an asterisk indicating it is required. The fields are: Registration Code*, User ID*, Email Address*, Password*, Re-Enter Password*, First Name*, Last Name*, Bill to Address Line 1*, Bill to Address Line 2, City*, State* (a dropdown menu with "Select" as the current selection), ZIP Code*, Ship to Address Line 1*, Ship to Address Line 2, City*, State* (another dropdown menu with "Select" as the current selection), ZIP Code*, Address Type* (with radio buttons for Business and Residential, where Business is selected), and Phone Number* (with fields for area code, number, and extension). A checkbox labeled "Ship to Address same as Bill to Address" is located between the ZIP Code* and Ship to Address Line 1* fields. To the right of the Password* and Re-Enter Password* fields, there is a list of password requirements: "Password should contain:" followed by "8 to 30 characters", "one uppercase letter", "one lowercase letter", "one number", and "one of the following characters: ~ ! @ # \$ % ^ & * ()". At the bottom left of the form, there is a note "*required fields". At the bottom right, there is a blue "Save" button. The Best Buy logo is visible in the bottom right corner of the page.

STEP 3: PARENT/GUARDIAN PROMO CODE APPLICATION

Once you have logged in using the User ID and password you chose when you registered, you can now shop for your student's device.

1. To view the details of the laptops, click the **See Details** button.
2. Choose the laptop and included 3 year Accidental Damage Protection bundle that best suits what your child will need and click **Add to Cart**. (You will get a pop-up after you click the Add to Cart for the bundle that reads, "www.bestbuybusiness.com says: Service Plans for bundle products (if applicable) can be added at checkout" – **Please ignore this and click OK**. There is nothing to worry about as your warranty is already included with the ASUS laptops.)
3. Accessories are listed below the laptop features. Choose the Accessories you would like and click **Add to Cart**.
4. After everything you wish to purchase is in your cart, click the cart symbol on the top right of the page.
5. Next, enter the promo code (given to you by your school administration) into the **Promo Code Entry** area (circled) and click the **Apply** button.**
6. You will see the dollar amount applied under the LAPTOP's subtotal. Click on **Checkout** to continue to the payment screen and enter your debit/credit card number.

** If you have more than one eligible child you will be given a separate code for each child. Please complete one purchase with payment before continuing to the next one. Only one code per order is accepted.

The screenshot shows the Best Buy Shopping Cart interface. At the top, there are navigation tabs for 'Shopping Cart', 'Delivery/Pickup', 'Payment', and 'Review & Submit', along with a yellow 'CHECKOUT >' button. Below the navigation, there are links for 'Continue Shopping | Save This Cart' and 'My Saved Cart'. The main cart area is a table with columns for 'PRODUCT INFORMATION', 'AVAILABILITY', 'QTY', and 'TOTAL'. Two items are listed: 1. 'ASUS Chromebook C202 SA Y502 + 3YR WRTY+3YR ADP+NO ON SITE - A-SUS' with a subtotal of \$379.99. 2. 'Targus Vertical notebook sleeve' with a subtotal of \$14.99. Below the items, there is a 'Promo Code Entry' field with a circled 'Promo Code' input and an 'Apply' button. To the right, there is a 'Shipping and Sales Tax' section with a 'Zip' input and a 'Calculate' button. On the far right, an 'Order Summary' box shows a total of \$394.98. A yellow 'CHECKOUT >' button is located at the bottom right of the page.

STEP 4: PARENT/GUARDIAN ORDER PAYMENT

After you click the Checkout button there are a few more steps to follow before your order is completed:

1. Once you are on the delivery/pickup page please verify your shipping address is correct (top of the screen) before you click continue. If it is incorrect and you need assistance contact your school administration.
2. If your shipping address is correct, click **Continue**.
3. On the next page, enter your payment information and click **Continue**.
4. Review your order before submitting. If you want to email a copy of the order receipt to an email address other than the one you registered with, enter into the **Email a copy of the Receipt** spot and click **Apply**.
5. Next, click **Submit Order**. You have now finished with your order!
6. If you have another eligible child, please follow these same instructions to purchase the second item and use the second coupon you were given. Contact your school administration if you have any questions.

Thank you,
Best Buy Education

Review & Submit

Need help with your order?
Call 1-877-353-1038

Shopping Cart > Delivery/Pickup > Payment > **Review & Submit**

Shipping Address: 3 Billing Address: 3
Change Address 15423 Change Address 5423

Delivery/Pickup EDIT | Payment | Total: \$424.70 EDIT
Shipping 3 items to: RICHFIELD, MN | Credit Card: *****1004

PRODUCT INFORMATION	DELIVERY/PICKUP	TOTAL
 PRODUCT OFFER ASUS Chromebook C202SA Y S02 + 3YR WRTY+3YR ADP+NO ONSITE - ASUS QTY: 1 Bundle item: BB21065398	Shipping/Delivery to: Je Je 7E RI 35423	Subtotal: \$379.99 Our Price: \$379.99
 Targus Vertical notebook sleeve Item: BB19956209 QTY: 1	Shipping to: J J 7 R 423 Standard - Approx. 4-7 business days - \$0.00	Subtotal: \$14.99 Our Price: \$14.99

Example Order Only

Email a Gift Receipt (one recipient)
The gift receipt will not include order total.
Enter valid email address [Apply]

Email a copy of the Receipt (one recipient)
Send a copy of this order and order total to someone else.
Enter valid email address [Apply]

Order Summary: (2 items)
Product Subtotal \$394.98
Delivery/Shipping \$0.00
Sales Tax (Not Exempt) \$29.72
Total: \$424.70

When saving quotes, order information will be saved except for payment information.
We make every effort to ensure that your order is processed and shipped as quickly as possible.
While the majority of orders arrive on schedule, be aware that delivery may be impacted by product type, availability, warehouse locations, weather conditions, order hold status due to credit verification, or restricted, invalid or remote addresses.

Edit this order

Submit Order >