



**Visual Media Services
 Online Ordering Instructions**

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|------------------------------|---|
| GO TO | http://media2.ccsd.k12.co.us/ |
| CLICK and Login | <p>Order Form Enter your 7-digit Client Number and your Password** (7 digit Client number = 3-digit school code + last 4 digits SSN or any 4 nos.)</p> <p>**First time login? Your password will be your school's main phone number (7 digits, no spaces or dash) This login password is one time only. Follow the instructions on screen.</p> <p>*Logged in before? Enter the password you created the first time you logged on. Call us if your attempt to login failed. We can reset your password.</p> |
| CLICK | <p>OK. Enter the 5 digit title number(s) of the items you want in the title boxes, or search the catalog by keywords and choose "Pick" next to items to add to your order.</p> |
| CLICK | <p>ADD At this screen, under Showdate, enter the date you would like to book this item. Reminder, it takes 3 days for delivery, so book at least 4 – 7 days in advance of show date.</p> |
| CLICK | <p>Test Availability (Green button) Green ✓ in Avail column is GOOD! Red X in Avail column means the item is not available at that time. Review the red message under title:</p> <ul style="list-style-type: none"> ▪ bad date i.e. ship/show too early means you are trying to book the item for too long a period of time or not enough time is allowed for delivery. ▪ no available prints means you should click on the calendar icon in the Availability column for other available dates ▪ already scheduled at your location, call us to see who has the item. <p>NOTE: If you make changes to this screen, click Test Availability again. If you have a green ✓ for all titles, go to the next step.</p> |
| CLICK | <p>Submit Order (Green button) THANK YOU FOR YOUR ORDER will appear if the order was successfully completed and a confirmation email will be sent to the account on record.</p> |
| CLICK | <p>Options: To double-check your order before you Logout, go to Options, then Display Bookings. Click on Current And Future Bookings. This will show all the titles reserved for you.</p> |
| CLICK | Logout |
| PROBLEMS or QUESTIONS | <p>Please call the staff in Visual Media Services: (720) 886-7024</p> |

District Library & Visual Media Services
Your Source for Quality Educational Media

HAVE YOU CHECKED US OUT LATELY?

We are the ***Cherry Creek District Library & Visual Media Services***, your source for quality K-12 educational DVDs and videos.

TEACHERS!!!

Please call 720-886-7024 so that we may enter you in our database for your school location. You may then order online or over the phone.

Search our extensive collection of more than 15,000 items and order online at <http://media2.ccsd.k12.co.us/>. Detailed instructions are attached.

You can also order by phone at 720-886-7024, by e-mail at visualmedia@cherrycreekschools.org, or stop by SARC to order in person. We are open all year from 8 a.m. to 4 p.m. Monday through Friday.

Videos and DVDs are shipped Monday – Wednesdays by District mail courier. Please book items at least 4 – 7 days in advance to allow time for delivery. We ship approximately 12,000 items annually and have a 95 percent fulfillment rate.

Your purchasing recommendations are always welcome and help us expand our collection.

Can't find the title you need online or elsewhere? We can help.

For more than three decades, we have been your source for quality educational media. We look forward to serving you again soon.

Denise Wendl, Manager
720-886-7023

Staff:

Donna Brady

Dolly Giblin

April Koebert