



BJU Press Parent Portal Program

Thank you for choosing to use BJU Press textbooks in your school. We are committed to providing academically rigorous textbooks written from a biblical worldview to support you and the parents you serve. Parents ordering from this site will receive

- Customized BJU Press booklists for your school to ensure students come prepared with the correct editions,
- A 10% discount on all materials, and
- Free shipping.

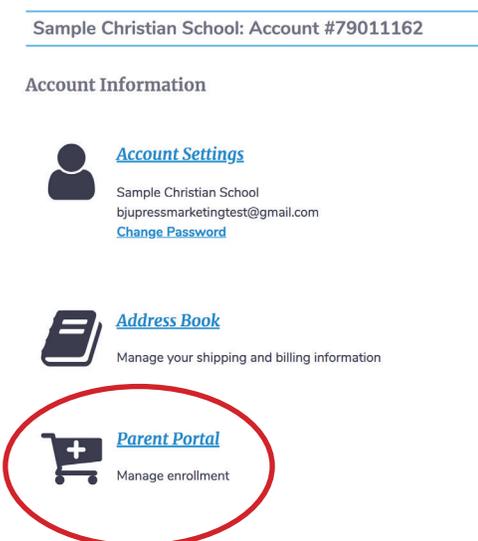
Your school has had the parent portal school status added to your account at BJUPress.com.

Set up your school's booklist by following these steps:

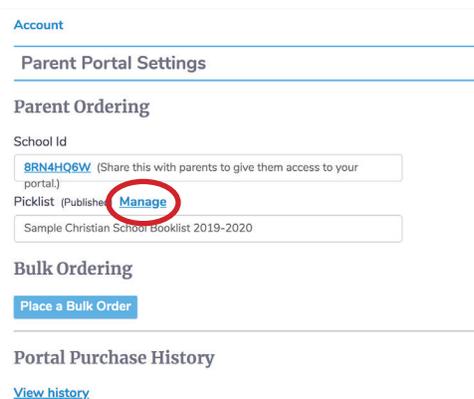
STEP 1: Login to your account.



STEP 2: Click on Parent Portal.

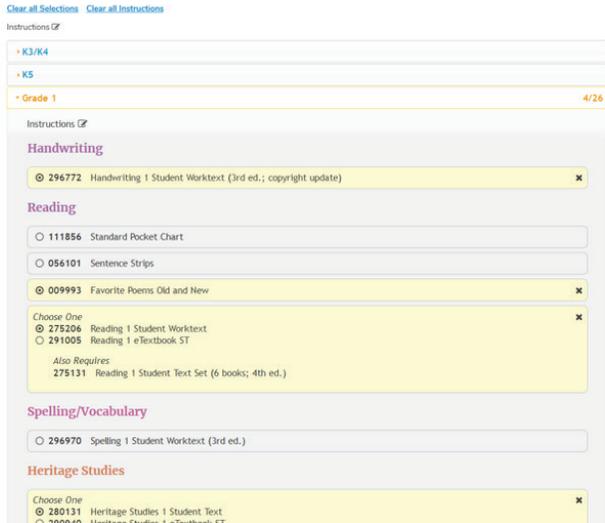


STEP 3: For Picklist select Manage.



STEP 4: Select the appropriate grade.

STEP 5: Select the required student edition and format. (Note: Selecting the student edition will include associated required student materials. It will not include the test packet or teacher materials. These are available for separate purchase).



STEP 6: Enter schoolwide instructions or grade level instructions (if desired).
These will be seen by parents when they access your booklist.

Text entry in Parent Portal set up

Choices

[Clear all Selections](#) [Clear all Instructions](#)

The following [booklist](#) identifies the items required for each grade for the 2019-2020 school year. If your student is in middle school or high school, you may need to navigate to a higher or lower grade to select the correct course. (For instance, if your 10th Grade student is taking Chemistry (an 11th grade course) you'll need to select Grade 11 to purchase the required Chemistry materials)

Text as it appears on Parent Portal

Parent Portal

Picklist Preview: This picklist is published and visible to parents who have the code.

Sample Christian School Booklist 2019-2020

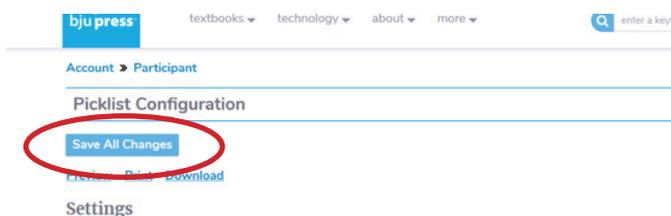
School Id: 8RN4HQ6W

Welcome to the ordering portal. Please enter or modify your selections below.

Sample Christian School says:

The following booklist identifies the items required for each grade for the 2019-2020 school year. If your student is in middle school or high school, you may need to navigate to a higher or lower grade to select the correct course. (For instance, if your 10th Grade student is taking Chemistry (an 11th grade course) you'll need to select Grade 11 to purchase the required Chemistry materials)

STEP 7: Press Save All Changes. (We recommend you do this after completing each grade's booklist).



STEP 8: Select Yes to publish your Picklist.

Account » Participant

Picklist Configuration

Save All Changes

[Preview](#) [Print](#) [Download](#)

Settings

Display Name

Sample Christian School Booklist 2019-2020

Published (Parents have access to your portal.)

No Yes

STEP 9: Click on Participant.

Account » **Participant**

Picklist Configuration

Save All Changes

[Preview](#) [Print](#) [Download](#)

Settings

Display Name

Sample Christian School Booklist 2019-2020

Published (Parents have access to your portal.)

No Yes

STEP 10: Copy school code and distribute to your parents (see provided flyer).

STEP 11: Review Purchases

Using the "View History" link, you can review which of your parents have purchase their required materials in preparation for the upcoming school year.

Account

Parent Portal Settings

Parent Ordering

School Id

BRN4HQ6W (Share this with parents to give them access to your portal.)

Picklist (Published) [Manage](#)

Sample Christian School Booklist 2019-2020

Bulk Ordering

Place a Bulk Order

Portal Purchase History

[View history](#)

Account » Participant

Portal Purchase History

Portal history reflects an annual period offset by when the portal catalog is refreshed. Use this report to understand behavior if applicable.

Purchase Year [Go](#)

02/01/2019 – 01/31/2020

There is no portal order activity for this period.

Need Parent Portal Set Up Assistance? Contact Tami Allen at: 800-258-2523