

ONLINE ORDERING INSTRUCTIONS (STEP BY STEP GUIDE)

Before ordering please ensure you have read through **option 2 – Guide** on the main AU web page on the CCEA website.

Schools are asked to place only one order to **cover all subjects at Key Stages 1 & 2** and to complete their order in **one continuous session**, the online ordering system will time out and reset if left idle for more than thirty minutes.

- Step 1** Log onto the main CCEA website: www.ccea.org.uk.
- Step 2** Follow these links **Curriculum / Key Stages 1 & 2 / Order AUs**. It is advisable to browse through options 1 to 3 on the AU web page. To proceed, select **option 4 – Place Order**.
- Step 3** There is now no requirement to log on. Simply click the first subject to begin ordering.
- Step 4** To order an AU, select appropriate number of copies and click **Add (+)**. This **must be repeated for each individual AU ordered**. Ensure both Teacher Notes (tn), highlighted in yellow, and Pupil Books (pb) are ordered. Please note Pupil Books may also be referred to as Stimulus Text (st) or Pupil Worksheet (pw).
Your order will appear on the left of the screen.
- Step 5** To **add another subject** select it from the menu situated at the top of the page. It is essential that all subjects are ordered at the same time. To view, or amend your order, simply click **Complete Your Order** at the left hand side of the page. If you make changes to the quantity please ensure you click on **update (✓)** beside each item changed. If you wish to delete an item click **delete (-)**. If you wish to add more items click **Order More** at the bottom of the page to return to ordering page.
- Step 6** When your order is complete select **Complete Your Order** on the left hand side of the page. Please make a final check that all units ordered are correct and that the figures do not exceed your school's entitlement (4 AU's per pupil per subject). Please **do not exceed** this entitlement as all orders are checked. Proceed by clicking on **Place Order** at the bottom of the page.
- Step 7** Complete the **Delivery Details Information** to include contact name, school email address and school DE number (you will be asked to confirm address details on the next page). If you do not have a valid email address please use the default email of auorders@ccea.org.uk (ensure all required sections are completed). Then click **Next**, you will now be asked to confirm your school name and address, if the school is incorrect click **Not Your School** to return to the previous page to re-enter your DE number, if the information is correct click **Submit Your Order**.
- Step 8** You should receive an **order ID number** (e.g. 123456789-123) to prove the order has been successful. You should see it at the top of the page. It is important you retain this confirmation number for future referencing.
If you do **not** get a confirmation order number your order has **not** been successful. Should this occur please resend as in **Step 7**.

If you are having any problems please contact the Assessment Administration Team on telephone (028) 9026 1405, or alternatively e-mail auorders@ccea.org.uk.