

PROGRESS FILE MATERIALS ONLINE ORDERING SYSTEM 2011/2012

ONLINE ORDERING INSTRUCTIONS (STEP BY STEP GUIDE)

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

Schools are asked to place only one order to **cover all Progress File Materials** and to complete their order in one continuous session, the online ordering system will time out and reset if left idle for more than 30 minutes.

- Step 1** Log onto the main CCEA website: **www.ccea.org.uk**.
- Step 2** Scroll to the bottom of the home page. Go to the Teachers tab and click the Progress File link. It is advisable to browse through options 1 to 3 on the Progress File Material web page. To proceed, select **option 4 – Place Order**.
- Step 3** Click the appropriate area to begin your order.
- Step 4** To order Progress File material select appropriate number of copies and click **Add (+)**. This **must be repeated for each individual item ordered. Your order will appear on the left of the screen.**
- Step 5** To **add from another area** select it from the menu situated at the top of the page and continue ordering. 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 the 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 you have ordered all the items you require. Proceed by clicking on **Complete Your Order** at the bottom of the page.
- Step 7** Complete the **Delivery Details Information** to include contact name, school email address and centre number (you will be asked to confirm address details on the next page). 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 centre 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 submitted successfully.
Should this occur please repeat **Step 7**.

**If you are having any problems please contact the Distribution Team
on telephone (028) 9026 1273, or alternatively e-mail cceadistribution@ccea.org.uk.**