HANDBOOK FOR USING ONLINE FORMS

STEP 1: Sign in to OTIS

STEP 2: Open the tab called ONLINE FORMS

ORDERING USING YOUR PURCHASE ORDER # (PO #) **NOTE:** Only K – 9 materials can be ordered with a PO #.

Ordering (K-9)

Form	Support Contact
Using your Purchase Order # (PO #) - View the Approved Vendor List	
Online Vendor Form - Use when a vendor does not accept PO#s	Julie Woloschuk ✉ jwoloschuk@rcoa.ca
Loanable Core Resources	Vivian Roberts ✉ vroberts@rcoa.ca
Loanable Support Resources	Vivian Roberts ✉ vroberts@rcoa.ca
TUBs, Kits and Equipment	Vivian Roberts ✉ vroberts@rcoa.ca
Online Course (grades 5-9 only)	Carolyn Langley ✉ clangley@rcoa.ca
Internet Reimbursement - Available in April of the current school year	Jocelyn Jaszczyszyn ✉ jocelyn@rcoa.ca
Renew Loanable Core Resources - Available in May and June of the current school year	Vivian Roberts ✉ vroberts@rcoa.ca

Click on View the Approved Vendor List

All Vendors on this list will take your PO#. You will be taken to the Vendor Webpage when you click on the vendor's name (except those who have no website). Once you have checked out the items they sell, follow these steps:

- ✓ Call the Vendor
- ✓ Tell the Vendor you are enrolled with RCOA and you want to place an order
- ✓ Give the Vendor your PO#
- ✓ The Vendor will send you the resources
- ✓ The Vendor will send the bill to RCOA
- ✓ Our Accounts Department will deduct the cost of the items from your OTIS Funding Account.

Using the Online Vendor Form

This form is to be used for all vendors who do not take our PO #s. It can also be used to order any materials that are available through the RCOA Bookstore.

Ordering (K-9)

Form	Support Contact
Using your Purchase Order # (PO #) - View the Approved Vendor List	
Online Vendor Form - Use when a vendor does not accept PO#s	Julie Woloschuk ✉ jwoloschuk@rcoa.ca
Loanable Core Resources	Vivian Roberts ✉ vroberts@rcoa.ca
Loanable Support Resources	Vivian Roberts ✉ vroberts@rcoa.ca
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Click on the form and fill it out and press 'submit.' Julie is the one who receives the form and will order the materials for you. The order will be mailed directly from the Vendor to you. The bill will be sent to RCOA and will be paid from your OTIS Account Funds.

NOTE: Returns of resources from Online Vendors **must be done by you,** with direction from the office.

ORDERING LOANABLES K – 9

Important Note: You cannot access Library World from our Website. You must enter through the OTIS Form.

Step 1: Click on the Library you want to Order from.

- ✓ Loanable Core Resources
- ✓ Loanable Support Resources
- ✓ TUBs, Kits and Equipment

Ordering (K-9)

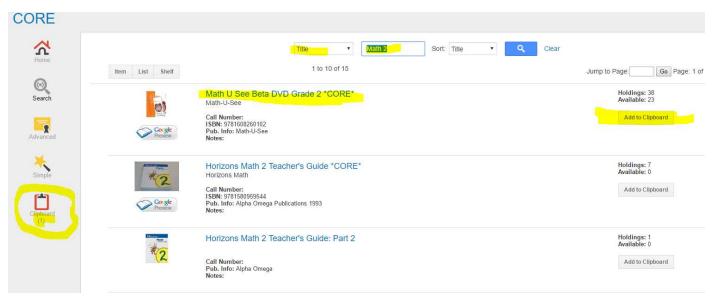| Form	Support Contact
Using your Purchase Order # (PO #) - View the Approved Vendor List	
Online Vendor Form - Use when a vendor does not accept PO#s	Julie Woloschuk ✉ jwoloschuk@rcoa.ca
Loanable Core Resources	Vivian Roberts ✉ vroberts@rcoa.ca
Loanable Support Resources	Vivian Roberts ✉ vroberts@rcoa.ca
TUBs, Kits and Equipment	Vivian Roberts ✉ vroberts@rcoa.ca
Online Course (grades 5-9 only)	Carolyn Langley ✉ clangley@rcoa.ca
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Step 2: Read all of the information at the top of the Order Form. It explains the rules of using that specific Library. Fill in all of the appropriate boxes on the form.

- ❖ Child's Name
- ❖ Delivery Option

Step 3: Click on the link to ==**Library World**==. (The name of the Library and password are right under the link)
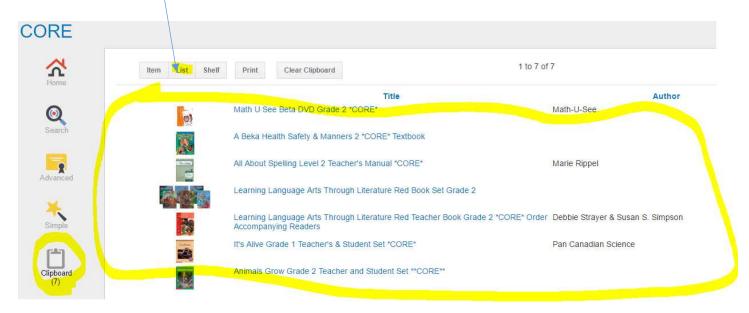
- ✓ Search the Library for the items you would like to borrow. I suggest either leaving the first box to say **All Words** or change it to **Subject**. Then add the words in the middle box that you are searching for. ==(**Hint:** use as few words as possible in search bar)==
- ✓ As you find items you want to borrow, **add them to the clipboard**. You can add as many items as you want to the clipboard. Just remember the rules (see top of form).
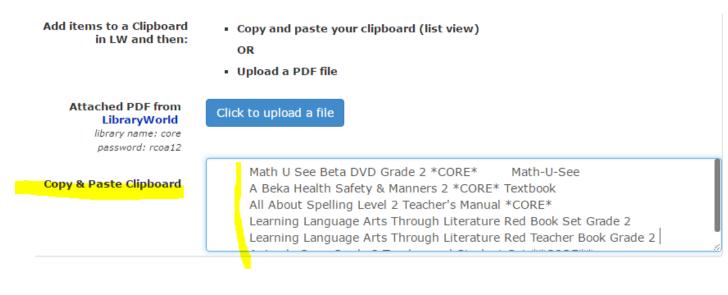

Step 4: When you have finished adding books to your clipboard. You will see that all of the books you have put onto the clipboard are listed in ==Shelf View==. It is much easier for me to work with if you change that to ==**List View**==. Now **highlight all of the items on you have listed and** ==**right click and "copy" that list**==.

**Note: You don't need to copy the far right column that shows how many copies we have in, etc. If there are no copies in, we will order more.

Step 5: Return to the OTIS Order Form and ==**paste the copied list**== into the box where it tells you to past your clipboard.

Step 6: Click the ==**Submit**== Button

Add items to a Clipboard in LW and then:

- Copy and paste your clipboard (list view)

OR

- Upload a PDF file

Attached PDF from LibraryWorld
library name: core
password: rcoa12

Click to upload a file

Copy & Paste Clipboard

Math U See Beta DVD Grade 2 *CORE*   Math-U-See
A Beka Health Safety & Manners 2 *CORE* Textbook
All About Spelling Level 2 Teacher's Manual *CORE*
Learning Language Arts Through Literature Red Book Set Grade 2
Learning Language Arts Through Literature Red Teacher Book Grade 2

Submit   Cancel

Step 7: Vivian (Gr. K – 9) or Carol (Gr. 10 – 12) will be notified that you have placed an order. Your teacher will also be notified. Your teacher will need to go into the Order Form and look at it and either **Approve** it or **Reject** it.

Step 8: Once your order **is approved,** Vivian or Carol will sign your chosen books out to you. You will receive an **email** from **Library World** showing your books are signed out to you. This is your **NOTICE** that your books are ready to be picked up or delivered according to your instructions.
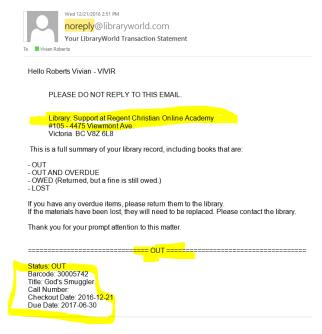
NOTE: Delivery to Community Class Locations will happen:
- On the First Day of Community Class in each community
  If you need the items before those times, please check a different method of delivery!

NOTE: If you choose to have orders shipped for K – 9, the shipping **charges will be paid with funding.**

How Do I know when my books are ready to be picked up?
- ✓ You will receive an email notice from Library World, like the one below

Wed 12/21/2016 2:51 PM
noreply@libraryworld.com
Your LibraryWorld Transaction Statement
To   Vivian Roberts

Hello Roberts Vivian - VIVIR

PLEASE DO NOT REPLY TO THIS EMAIL.

Library: Support at Regent Christian Online Academy
#105 - 4475 Viewmont Ave.
Victoria BC V8Z 6L8

This is a full summary of your library record, including books that are:

- OUT
- OUT AND OVERDUE
- OWED (Returned, but a fine is still owed.)
- LOST

If you have any overdue items, please return them to the library.
If the materials have been lost, they will need to be replaced. Please contact the library.

Thank you for your prompt attention to this matter.

================================= OUT =================================
Status: OUT
Barcode: 30005742
Title: God's Smuggler
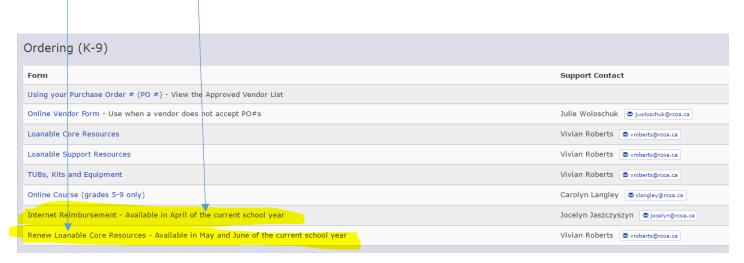Call Number:
Checkout Date: 2016-12-21
Due Date: 2017-06-30

CORE and Support materials are available for the full school year for Grades K – 9. All of these materials are due on June 30th of the current school year.

TUBS, Kits and Equipment are due on the last day of the term of Community Classes that you are currently in. You can request to keep a TUB or Kit for a second term by emailing Vivian. If no one has reserved the TUB or Kit for the next term, Vivian will renew it for you.

OTHER Forms (K – 9)

There are two other very important forms on the K – 9 List.

1. **Internet Reimbursement Form:** This form **must be completed in the month of April** in order to apply to receive the Internet Reimbursement. You are also required at this time to submit a second Internet Bill. **(The form is only open for the month of April)**
2. **Renew Core Loanables Form:** This form must be filled out if you want to renew your CORE curriculum past June 30th. Curriculum not returned or renewed after July 15th will be subtracted from the parent's curriculum deposit or taken from any internet reimbursement that is due.
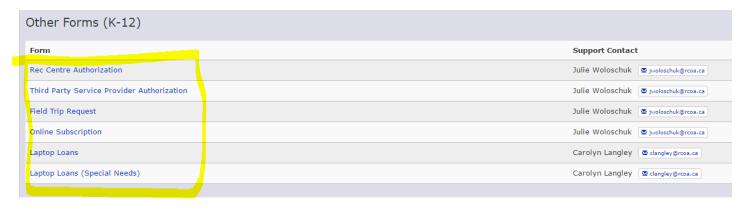
Ordering (K-9)

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Loanable Support Resources	Vivian Roberts ✉ vroberts@rcoa.ca
TUBs, Kits and Equipment	Vivian Roberts ✉ vroberts@rcoa.ca
Online Course (grades 5-9 only)	Carolyn Langley ✉ clangley@rcoa.ca
Internet Reimbursement - Available in April of the current school year	Jocelyn Jaszczyszyn ✉ jocelyn@rcoa.ca
Renew Loanable Core Resources - Available in May and June of the current school year	Vivian Roberts ✉ vroberts@rcoa.ca

Ordering (10-12)

The following **two** forms are to be used to order materials for Grades 10 – 12. The rules on the forms are different than those on the K – 9 forms so **please read** the **Notice** at the top of each form before proceeding to place an order.

Ordering (10-12)

NOTE: Purchase Order (PO) numbers are not issued to Grade 10-12 students.

Form	Support Contact
Online Vendor Form	Carol Biggs ✉ cbiggs@rcoa.ca
Loanable Core Resources	Carol Biggs ✉ cbiggs@rcoa.ca
Provincial Exam Signup	Jocelyn Jaszczyszyn ✉ jocelyn@rcoa.ca

Other Forms (K – 12)

The following forms are also available to be used by parents in Grades K – 12. Please open the form and read the specific rules for each form.

Other Forms (K-12)		
Form		**Support Contact**
Rec Centre Authorization		Julie Woloschuk ✉ jwoloschuk@rcoa.ca
Third Party Service Provider Authorization		Julie Woloschuk ✉ jwoloschuk@rcoa.ca
Field Trip Request		Julie Woloschuk ✉ jwoloschuk@rcoa.ca
Online Subscription		Julie Woloschuk ✉ jwoloschuk@rcoa.ca
Laptop Loans		Carolyn Langley ✉ clangley@rcoa.ca
Laptop Loans (Special Needs)		Carolyn Langley ✉ clangley@rcoa.ca

==The Grade 10 – 12 materials are shipped at the school's expense **but must be returned at the parent's expense.**==

Troubleshooting

Question: Why can't I choose my child's name on a form?

1. **Have you indicated you want to borrow?**

   If you checked a box on your child's enrollment form that said **"I do not want to borrow curriculum resources from RCOA,"** you will **not** be able to select your child's name on the Loanable forms. If you want to change this you must contact Carolyn Langley and she can change that.

2. **Have you submitted all of your documents and your deposit to borrow curriculum?**

   - ==K – Gr 9 parents== must submit $50/student ==or== if they are eligible for internet reimbursement they can submit a current copy of their internet bill.
   - **Gr 10 – 12 parents** must submit $100/family. They are not eligible for the internet reimbursement.

     To submit a deposit phone the office with a credit card (1-866-877-1737), mail a cheque (#105-4475 Viewmont Avenue, Victoria BC, V8Z 6L8) or drop off cash to the RCOA office near you.
     If you are eligible for internet reimbursement (==Gr K – 9==) you can submit **a recent copy of your internet service provider bill**. You are required to submit a ==second bill in the month of April== and fill out the Internet Reimbursement form in order to apply for the reimbursement.

3. **Has your funding been released?**

   - ==Grade K – 9== students will have funding released when all of the above items are complete.
   - ==Grade 10 – 12== students will have funding released when they have activated their courses/courses.

4. **Who can I call if I need more help?**

   On the far right side of each form you will see the name of the person to contact for support. If you need help, please begin by sending an email to that person or call the office and ask for that person.

TUBs, Kits and Equipment		Vivian Roberts ✉ vroberts@rcoa.ca
Online Course (grades 5-9 only)		Carolyn Langley ✉ clangley@rcoa.ca
Internet Reimbursement - Available in April of the current school year		Jocelyn Jaszczyszyn ✉ jocelyn@rcoa.ca