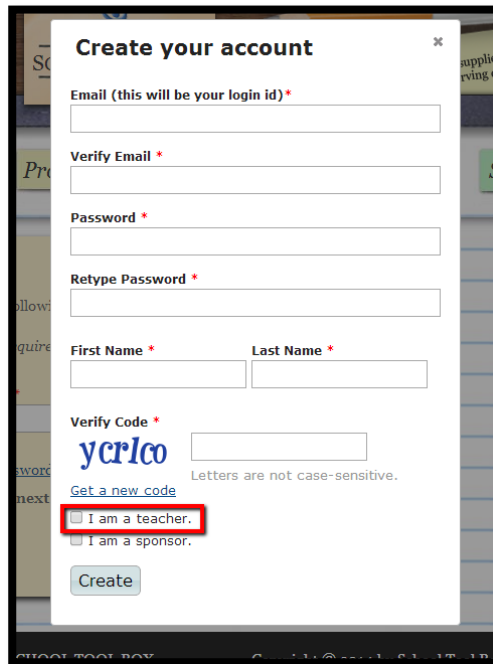


Building a Teacher Wish List

Access to Teacher Portal

Register for an account with School Tool Box and select the "I'm a teacher" box at registration. Activate your account from your email and let us know which school you're with. An admin in our office will email you once your access has been approved.

If you're already a user, an admin in our office can assign you to your school.



Create your account ✕

Email (this will be your login id) *

Verify Email *

Password *

Retype Password *

First Name * Last Name *

Verify Code *

ycrlco Letters are not case-sensitive.

[Get a new code](#)

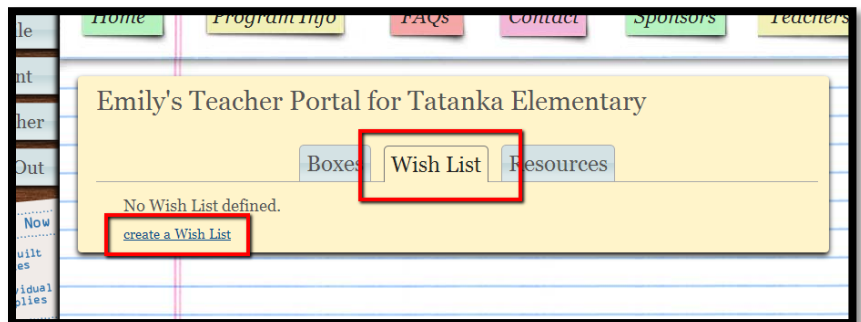
I am a teacher.

I am a sponsor.

Create

Teacher Portal

Once you have access to the Teacher Portal, navigate to the Wish List tab. Start by choose "create a Wish List."



Home Program Info FAQs Contact Sponsors Teachers

Emily's Teacher Portal for Tatanka Elementary

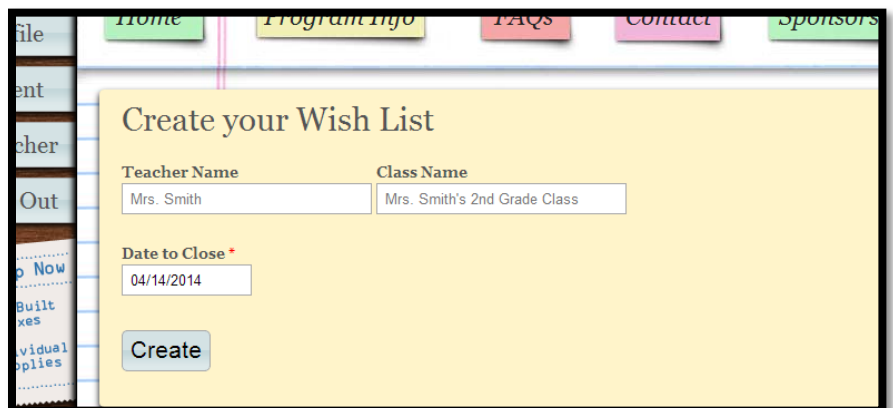
Boxes **Wish List** Resources

No Wish List defined.

[create a Wish List](#)

Create a List

Tell us your name and the name of your class. You'll also tell us what day you want your list to end. This is the day we'll stop allowing orders on your list. You will have the option to then come purchase any remaining items before we process your Teacher Wish List items. Allow 2 weeks to process and ship your items. Click create.



Home Program Info FAQs Contact Sponsors

Create your Wish List

Teacher Name Class Name

Mrs. Smith Mrs. Smith's 2nd Grade Class

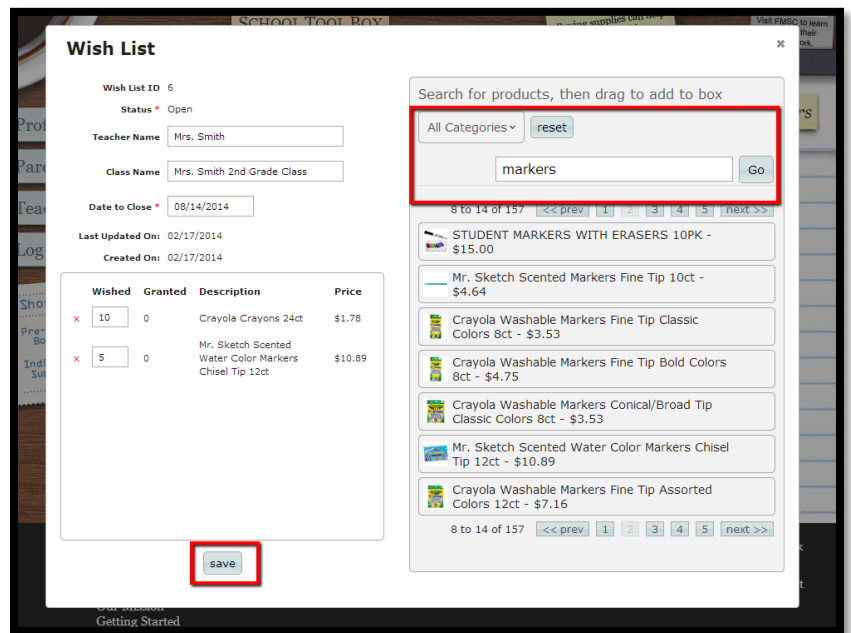
Date to Close *

04/14/2014

Create

Add Items

You can search for items by keyword, category or item number. Add items to your list by double clicking on the item or dragging it into your list. Change the quantity to your desired amount. Add as many items as you like and click "Save" when you're done.



Track Your List

You can check on which items have been purchased from your Wish List by returning to the Wish List tab of your Teacher Portal. You can also continue to add or edit items throughout the summer.

As your list's end date approaches, we'll send you a reminder email with instructions on how to close your Wish List.

Once your order is processed, your order will be shipped directly to your school. You may receive your order in multiple shipments.

