

## **Directions for taking cash/check orders at school:**

- Step 1: Have student register at [herffjonesgrad.com](http://herffjonesgrad.com)
- Step 2: Log in to your account
- Step 3: Select users, then all users, then school
- Step 4: Search using the student's email
- Step 3: Login as student
- Step 4: Add items to cart  
(Verify spelling of student name when ordering CG or DP)
- Step 5: Click on "Cart" or "View Cart"
- Step 6: During checkout, verify student's info and address
- Step 7: Choose Deposit or Paid in full
- Step 8: Select "Check payments" radio button
- Step 9: Click "Place order"
- Step 10: Write up a handwritten cash receipt.
- Step 11: Give one copy to student and clip one copy to the cash.
- Step 11: Turn in clipped money with receipt to Laura.

If you have trouble getting back to the login menu after taking a payment or you need to start the process over for some reason, you can always just type [herffjonesgrad.com/login](http://herffjonesgrad.com/login) in the address line to reset