

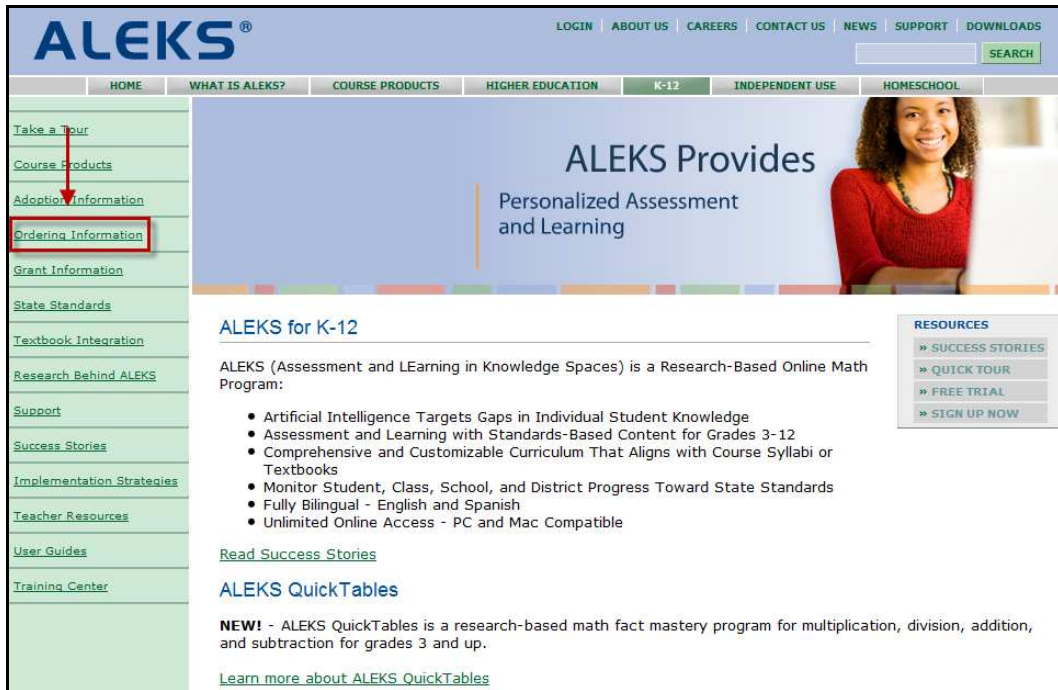


## Introduction to Online Ordering

To access the ALEKS online ordering form, begin at the ALEKS home page and then click on the “K-12” button.



From the navigation tool bar on the left, click on the “Ordering Information” link.



Click on the "Order ALEKS Now" button to begin your order.

**ALEKS®** LOGIN | ABOUT US | CAREERS | CONTACT US | NEWS | SUPPORT | DOWNLOADS

HOME | WHAT IS ALEKS? | COURSE PRODUCTS | HIGHER EDUCATION | **K-12** | INDEPENDENT USE | HOMESCHOOL

home > k12 > ordering information

## Ordering for K-12 Schools and Districts

ALEKS can be implemented as a core curriculum or supplement for use in remediation, intervention, gifted, after-school, and summer school programs. In addition to 40-week subscriptions, one, two, three, five, seven, and twelve month subscriptions are available. **ALEKS QuickTables is complimentary** with any mathematics course and does not require a separate subscription purchase. If you would like to use QuickTables without an ALEKS mathematics course, please purchase QuickTables Stand-Alone subscriptions. [View subscription options and pricing.](#)

ALEKS does not require a site license, minimum purchase, or set-up fee. ALEKS student subscriptions can be purchased now and activated when you are ready to use them.

**With our online order form, you will be able to:**

- Order for a single school, multiple schools, and multiple teachers.
- Save time! ALEKS will automatically email all teachers included on the order when it has been fulfilled so they can begin registering students in ALEKS.
- Print and save a PDF order confirmation.

[Intro to Ordering \(7-Min Video\)](#)

**What you'll need before starting your online order:**

- Email addresses for teachers who will be using ALEKS subscriptions in their classes
- [ALEKS courses](#) that need to be set up for each teacher using ALEKS
- Purchase Order number or credit card payment information

Get prepared to order online with our [Ordering Preparation Worksheet](#).

**» Order ALEKS Now «**

**Questions about ordering?**

- Please [contact your sales representative](#)
- K12 Orders Department:  
Phone: (714) 619-7095  
Fax: (714) 619-6898 or (714) 242-6673  
Email: [k12orders@aleks.com](mailto:k12orders@aleks.com)

**RESOURCES**

- » [SUCCESS STORIES](#)
- » [QUICK TOUR](#)
- » [FREE TRIAL](#)
- » [SIGN UP NOW](#)

You will arrive at a page that will ask if you have used the online order form before.

Please make a selection from the following two options:

- **No – First Time User.** If you select this option, you will be taken directly to the online order form.
- **Yes – Returning User.** If you select this option, you will enter your email address in the provided text box. ALEKS can pre-fill your subscription contact and billing information however, you must enter the exact email address that was used in a previous order. ALEKS will send you an email with a link to reorder subscriptions. To view the detailed steps, go to the “Returning User Option” section on page 19.

Ordering for K-12 Schools and Districts

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**Have you used the online order form before?**

**No - First Time user.** Take me to the online order form now. I will fill out the entire form.

**Yes - Returning User.** Enter your email address below and ALEKS will send you an authorization email with a link to reorder. We will pre-fill the billing and contact information that you used in your previous order.

## First Time User Option

You will start at the “Accounts and Subscriptions” page.

First, enter in the information for your subscription contact person. This is the primary contact the ALEKS Orders Department should contact if they have any questions regarding the order.

Next, select your subscriptions by clicking on the “Select/Edit Subscriptions” button.

**ALEKS®** HOME

1 Accounts & Subscriptions 2 Billing & Payment 3 Review & Submit Order

Step 1: Accounts & Subscriptions

**Subscription Contact Person** (\*=Required)  
(We will contact you in case we have questions regarding this order.)

\*Name:

\*Phone Number:   (xxx)xxx-xxxx ext.

\*Email Address:

**Select Subscriptions** Required

[Select / Edit Subscriptions](#) (Use this button to begin selecting subscriptions for all your schools.)

Note: Each ALEKS subscription period begins when a teacher activates it for a student to use. Subscriptions do not become invalid if unused.

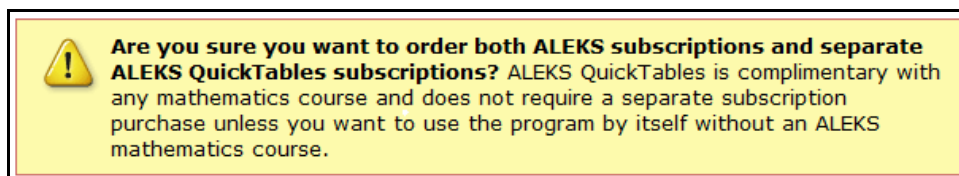
[Course recommendations](#)

[Save and Continue »](#)

Once the subscriptions have been selected, and the desired quantities have been entered, click on the “OK” button.

Subscription Length	# of Subscriptions (1 per student)
K12 - 12 Month (\$40.00/student)	200
K12 - 40 Week (\$35.00/student)	100
K12 - Seven Month (\$31.25/student)	0
K12 - Five Month (\$27.50/student)	0
K12 - Three Month (\$25.00/student)	50
K12 - Two Month (\$22.50/student)	0
K12 - One Month (\$20.00/student)	0
K12 - RTI Screening Assessment (\$10.00/student, 100 subscription min.)	0
K12 - Assessment Only (\$5.00/student, 100 subscription min.)	0
<b>AP Statistics (Quantitative)</b>	
K12 - 12 Month - AP Stats (\$90.00/student)	0
K12 - 40 Week - AP Stats (\$70.00/student)	0
K12 - Five Month - AP Stats (\$40.00/student)	0
<b>QuickTables Stand-Alone</b>	
K12 - 12 Month - QuickTables Only (\$10.00/student, 10 subscription min.)	0
K12 - 40 Week - QuickTables Only (\$7.00/student, 10 subscription min.)	80
K12 - Five Month - QuickTables Only (\$5.00/student, 10 subscription min.)	0

If the order contains QuickTables Stand-Alone subscriptions AND subscriptions of the same length, the following prompt will appear to verify that you want to order both types of subscriptions.



With the purchase of subscription types other than QuickTables Stand-Alone and AP Statistics (Quantitative), you are given access to the entire ALEKS course library, including QuickTables. Except for QuickTables Stand-Alone and AP Statistics (Quantitative) subscriptions, RTI Screening Assessment, and Assessment Only, all other ALEKS subscriptions and course products come with the ability to use QuickTables – at no extra charge.

If you receive the prompt, please take the time to verify whether or not the QuickTables Stand-Alone subscriptions are for students who will NOT get another type of ALEKS subscription. If they are NOT getting another type of ALEKS subscription, please proceed with the QuickTables Stand-Alone selection.


Next, a summary of the subscription selections will be provided. The summary will state the subscription length, price, quantity, subtotal, and total amount due for the selections.

<b>Select Subscriptions</b>				Required
<a href="#">Select / Edit Subscriptions</a> (Use this button to begin selecting subscriptions for all your schools.)				
<b>Subscription length</b>	<b>Price</b>	<b>Qty</b>	<b>Subtotal</b>	
K12 - 12 Month	40.00	200	8,000.00	
K12 - 40 Week	35.00	100	3,500.00	
K12 - Three Month	25.00	50	1,250.00	
K12 - 40 Week - QuickTables Only	7.00	80	560.00	
			<u>\$ 13,310.00</u>	
<small>Note: Each ALEKS subscription period begins when a teacher activates it for a student to use. Subscriptions do not become invalid if unused.</small>				

In the School section of the ordering form, enter the “School Name.” Next, select the “School Type.”

Select whether or not any subscriptions need to be assigned for use at this school only. If this option is desired, place a check mark in the box next to “Reserve subscriptions for use at this school.” The box below will become active and allow you to designate how many subscriptions will be set aside for this school. Those subscriptions will be unavailable to all the other schools in the district.

**Please note: If no subscriptions are put on reserve, the subscriptions can be used by any school within the district (that is using ALEKS).**

 **School**
Required

School Name:

School Type:

School Subscriptions:  Reserve subscriptions for use at this school.  
(Use this only if you're ordering for multiple schools) [Learn more](#)

Please enter the number of subscriptions you would like to reserve for this school. The remaining subscriptions can be used by other schools in your district.

K12 - 12 Month	<input type="text" value="50"/>	out of 200 (150 remaining)
K12 - 40 Week	<input type="text" value="100"/>	out of 100 (0 remaining)
K12 - Three Month	<input type="text" value="0"/>	out of 50 (50 remaining)
K12 - 40 Week - QuickTables Only	<input type="text" value="0"/>	out of 80 (80 remaining)

After the school information is completed, please enter the teacher information. A welcome email will be sent to the teacher that includes important ALEKS account information and teacher resources. By default, teacher accounts do not have administrator access. If a teacher needs to have administrator access, place a check mark in the box next to “Also make this teacher the administrator of ALEKS for this school.”

A teacher account allows teachers to have control over their classes only. If a teacher has an administrator account, she will be able to access not only her own classes, but all of the other teachers’ classes within that school.

**Teacher #1** All Fields Required

First Name: ALEKS      Last Name: Demo      Email: ademo@aleks.com

Also make this teacher the "administrator" of ALEKS for this school. (optional) [Learn more](#)

**Please note: There can only be one administrator set for each school on the order form. If your school has more than one administrator, include a note in the “Special notes for your order” section – this will be at the end of your order (in the “Accounts & Subscriptions” section on page 16; see below screenshot for location), with the name of the additional teacher(s) who should be assigned administrator access in ALEKS.**

**Accounts & Subscriptions** EDIT

**Subscription Contact Person**  
Name: Ordering Person  
Phone Number: 555-555-1234 x000  
Email Address: ademo@aleks.com

**Subscriptions**

Subscription length	Price	Qty	Subtotal
K12 - 12 Month	40.00	200	\$8,000.00
K12 - 40 Week	35.00	100	\$3,500.00
K12 - Three Month	25.00	50	\$1,250.00
K12 - 40 Week - QuickTables Only	7.00	80	\$560.00
<b>Total</b>			<b>\$13,310.00</b>

**ALEKS Mathematics School** (K through 12)  
(K12 - 12 Month: 100 subscriptions)

**ALEKS Demo**, ademo@aleks.com  
K12 - 12 Month / Algebra 1 / 9th Grade

**Special notes for your order**  
Leave a note for the ALEKS Orders Department here.

100 characters maximum. (You have entered 51/100 characters)

Next, choose the class information for the teacher account. Click on the drop-down box next to “Subscription length” to select the subscription type for the class; the subscription choices are based on the subscriptions you previously selected.

Class #1

Subscription length: K12 - 12 Month [Learn more](#)

Before selecting the course, click on the “Course recommendations” link. The K-12 Course Recommendations page will list all of the courses offered and the ALEKS recommendations for who should use each course. These recommendations will provide guidance on which ALEKS courses best fit the needs of your students.

Class #1 All Fields Required

Subscription length: K12 - 12 Month [Learn more](#)

[Course recommendations](#)

ALEKS Course: Algebra 1

Course grade level: 9 or  Use grade range (optional)

### K-12 Course Recommendations

Please refer to the recommendations below when selecting an ALEKS course for your students. At any time, you may move students to a new course. If students complete over 85% of their pies after the Initial Assessment, we recommend moving them to a more advanced course; if students complete less than 15%, we recommend moving them to a less challenging course.

**Schools vary dramatically; these are only recommendations and not necessarily the course assignment a specific school should follow.**

View course recommendations:

- [Elementary School](#)
- [Middle School](#)
- [High School](#)
- [Specialized](#)

**RESOURCES**

- [» SUCCESS STORIES](#)
- [» QUICK TOUR](#)
- [» FREE TRIAL](#)
- [» SIGN UP NOW](#)

Elementary School			
ALEKS Course	Average Students	Students Working More Slowly	Advanced Students
QuickTables	Grade 3,4,5	All Grades	Grade 3
Mathematics - LV 3 (with QuickTables)	Grade 3	Grade 4,5	
Mathematics - LV 4 (with QuickTables)	Grade 4	Grade 5,6	Grade 3
Mathematics - LV 5 (with QuickTables)	Grade 5	Grade 6	Grade 4
Mathematics - MS/LV 6	Grade 6		Grade 5,6
Arithmetic (with QuickTables)	Grade 3,4,5,6	Grade 3,4,5,6	Grade 3,4,5

Middle School			
ALEKS Course	Average Students	Students Working More Slowly	Advanced Students
Mathematics - MS/LV 6	Grade 6		Grade 5,6
Middle School Math Course 1		Grade 6,7,8	
Middle School Math Course 2	Grade 7	Grade 8	
Middle School Math Course 3	Grade 8		Grade 6,7
Algebra Readiness			

If there is still uncertainty about the best courses to select for students, please contact your sales representative by going to [http://www.aleks.com/k12/adoption\\_information](http://www.aleks.com/k12/adoption_information) and clicking on your state to obtain your sales representative's contact information, or contact ALEKS Customer Support by logging a request at <http://support.aleks.com>.

To select a course, click on the drop-down box next to "ALEKS Course." Click on the drop-down box next to "Course grade level" to assign a grade, or check the box next to "Use grade range" to select a grade range.

**Please note: By selecting a grade range, you are stating that you will have multiple grade levels using the same ALEKS course. For example, if you select the course Algebra 1 and select the grade range 6<sup>th</sup> - 9<sup>th</sup>, ALEKS will create one Algebra 1 class for each grade level specified. Also note that assigning a grade level does NOT change the course content. For example, all Algebra 1 course content will be the same, regardless of grade level specified.**

The screenshot displays the ALEKS setup interface. At the top, there is a section for "Teacher #1" with the text "All Fields Required". It includes input fields for "First Name:" (containing "ALEKS"), "Last Name:" (containing "Demo"), and "Email:" (containing "ademo@aleks.com"). Below these is a checked checkbox with the text "Also make this teacher the 'administrator' of ALEKS for this school. (optional)" and a "Learn more" link.

Below the teacher section is a section for "Class #1" with the text "All Fields Required". It includes a "Subscription length:" dropdown menu set to "K12 - 12 Month" with a "Learn more" link. Below that is a "Course recommendations" link. The "ALEKS Course:" dropdown menu is highlighted with a red box and contains the text "Algebra 1". A red arrow points down to this dropdown menu. Below the course selection is the "Course grade level:" dropdown menu set to "9" and a checkbox for "Use grade range (optional)".

At the bottom right of the class section is a button labeled "Add Another Class".

Click on the “Add Another Class” button to add additional classes for this teacher.

To add additional teachers, click on the “Add Another Teacher” button.

The form allows you to add as many classes and teachers as needed (only one administrator can be selected).

If another school is needed, click on the “Add Another School” button. Repeat the above steps to fill out the school, teacher, and class information.

Once this process is completed, click on the “Save and Continue” button.

**Teacher #1** All Fields Required

First Name: ALEKS Last Name: Demo Email: ademo@aleks.com

Also make this teacher the "administrator" of ALEKS for this school. (optional) [Learn more](#)

**Class #1** All Fields Required

Subscription length: K12 - 12 Month [Learn more](#)

[Course recommendations](#)

ALEKS Course: Algebra 1

Course grade level: 9 or  Use grade range (optional)

[Add Another Teacher](#)

[Add Another School](#)

[Add Another Class](#)

[Save and Continue >>](#)

Next is the “Billing and Payment” section.

A summary of the order will be at the top of the page. After reviewing and verifying the information, please scroll down to the “Billing Information” section.

Step 2: Billing & Payment


Your order has not been submitted yet.


**Accounts & Subscriptions** EDIT

**Subscription Contact Person**  
**Name:** Odering Person  
**Phone Number:** 555-555-1234 x000  
**Email Address:** ademo@aleks.com

**Order Summary**

<u>Subscription length</u>	<u>Price</u>	<u>Qty</u>	<u>Subtotal</u>
K12 - 12 Month	40.00	200	\$8,000.00
K12 - 40 Week	35.00	100	\$3,500.00
K12 - Three Month	25.00	50	\$1,250.00
K12 - 40 Week - QuickTables Only	7.00	80	\$560.00
		<b>Total</b>	<b>\$13,310.00</b>


 **ALEKS Mathematics School** (K through 6)  
(K12 - 12 Month: 100 subscriptions)

 **a demo**, ademo@aleks.com  
K12 - 12 Month / Algebra 1 / 2nd Grade

Enter the billing information and verify that the billing contact's information is correct.

<b>Billing Information</b>		(*=Required)
Where should we send the invoice? (Must be a school or a district address.) <a href="#">Learn more</a>		
*Institution Name:	ALEKS Mathematics School	
Attention (c/o):	Billing Person	
*Address (line 1):	1234 ALEKS Road	
Address (line 2):		
*City:	Math City	
*State/Province/Territory:	California	
*County:	Orange	
*Zip/Postal Code:	92780	
District Name	ALEKS Unified School District	
<b>Billing Contact</b>		(All fields are required)
Name:	Ordering	Person
Phone Number:	555-555-1234	000 (xxx)xxx-xxxx ext.
Email Address:	ademo@aleks.com	

In the "Payment Options" section, click on the radio button next to the method of payment desired, "I will submit a Purchase Order," or "I will pay by credit card."

<b>Payment Options</b>		(*=Required)
<input type="radio"/> I will submit a Purchase Order	<input type="radio"/> I will pay with credit card	
<b>Your order has not been submitted yet.</b> You will have the opportunity to review your order.		 <a href="#">Continue &gt;&gt;</a>

If paying by purchase order, please enter the purchase order number in the box next to "Purchase Order Number." If there is an open or blanket purchase order already set up with ALEKS, and this order is for that account, click on the box next to "This is an open or blanket purchase order."

Next, indicate how and when a hard copy of the purchase order will be submitted to ALEKS Corporation.

Once the payment information is entered and verified, click on the "Continue" button.

**Payment Options** (\*=Required)

I will submit a Purchase Order     I will pay with credit card

**Purchase Order**

\*Purchase Order Number:


This is an open or blanket purchase order [Learn more](#)

\*Please indicate how you will submit a hard copy of the purchase order:

- Upload Purchase Order
- Email: k12orders@aleks.com
- Fax: (714) 619-6898 or (714) 242-6673
- Mail: Order Department - ALEKS Corporation  
15460 Laguna Canyon Road, Irvine, CA 92618

Expected date ALEKS will receive purchase order:

**(Please note: Your order cannot be processed or set up before we receive your purchase order. If your school or school district requires that Purchase Orders be signed to be effective, we cannot process your order unless your purchase order has been signed by an authorized representative.)**

**Your order has not been submitted yet.** You will have the opportunity to review your order. 

If payment by credit card is selected, enter all necessary credit card information. Once the payment information is entered and verified, click on the "Continue" button.

**Payment Options** (\*=Required)

I will submit a Purchase Order     I will pay with credit card

**Credit Card**

\*Credit Card Type:

\*Credit Card Number:

\*Expiration date:

\*Name on card:

Same as Billing Address

\*Card Billing Address (line 1):

Card Billing Address (line 2):


\*City:

\*State/Province/Territory:

\*Zip/Postal Code:

Country:

**Your order has not been submitted yet.**  
You will have the opportunity to review your order.

 [Continue »](#)

Next is the "Review Order" section.

Please review the account and subscription information. If any of the information needs to be revised, please click on the "EDIT" buttons on the right. Your order is not complete until you click on the "Submit Order" button.

Step 3: Review Order

Please review this summary.  
Your order is not complete until you click "Submit Order."

[Submit Order »](#)


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### Accounts & Subscriptions [EDIT](#)

**Subscription Contact Person**  
**Name:** Odering Person  
**Phone Number:** 555-555-1234 x000  
**Email Address:** ademo@aleks.com

**Subscriptions**

Subscription length	Price	Qty	Subtotal
K12 - 12 Month	40.00	200	\$8,000.00
K12 - 40 Week	35.00	100	\$3,500.00
K12 - Three Month	25.00	50	\$1,250.00
K12 - 40 Week - QuickTables Only	7.00	80	\$560.00
<b>Total</b>			<b>\$13,310.00</b>

 **ALEKS Mathematics School** (K through 6)  
(K12 - 12 Month: 100 subscriptions)

 **a demo**, ademo@aleks.com  
K12 - 12 Month / Algebra 1 / 2nd Grade

[Special notes for your order](#)

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### Billing & Payment [EDIT](#)

<p><b>Billing Information</b> <b>Institution Name:</b> Aleks Corporation <b>Address:</b> 1234 ALEKS Road <b>City:</b> Irvine <b>County:</b> Orange <b>State/Province:</b> California <b>Zip/Postal Code:</b> 92780 <b>District Name:</b> Irvine Unified School District</p>	<p><b>Payment Information</b> <b>Purchase Order</b> <b>Order Number:</b> ALEKSDEMO1234 <b>Submit Via:</b> email <b>Estimated Arrival:</b> 06/22/2011</p>
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**Billing Contact**  
**Name:** Odering Person  
**Phone Number:** 555-555-1234 x000  
**Email Address:** ademo@aleks.com

Please review this summary.  
Your order is not complete until you click "Submit Order."

[Submit Order »](#)

To leave an optional note for the ALEKS Orders Department, click on the “Special notes for your order” link. A note for the Orders Department could include any questions/comments about subscriptions, administrator access, etc.

### Accounts & Subscriptions EDIT


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**Subscription Contact Person**  
**Name:** Odering Person  
**Phone Number:** 555-555-1234 x000  
**Email Address:** ademo@aleks.com

---

**Subscriptions**

<u>Subscription length</u>	<u>Price</u>	<u>Qty</u>	<u>Subtotal</u>
K12 - 12 Month	40.00	200	\$8,000.00
K12 - 40 Week	35.00	100	\$3,500.00
K12 - Three Month	25.00	50	\$1,250.00
K12 - 40 Week - QuickTables Only	7.00	80	\$560.00
			<b>Total \$13,310.00</b>

 **ALEKS Mathematics School** (K through 12)  
(K12 - 12 Month: 100 subscriptions)

 **ALEKS Demo**, ademo@aleks.com  
K12 - 12 Month / Algebra 1 / 9th Grade

[Special notes for your order](#)

Leave a note for the ALEKS Orders Department here.

100 characters maximum. (You have entered 51/100 characters)

Once all information is verified, click on the “Submit Order” button. Your order has now been submitted and sent to the ALEKS Orders Department.

**Please note, three confirmation emails will be sent to the primary and billing contacts. The primary contact is the name, phone number, and email address you entered under the subscription contact person section. The billing contact is the name, phone number, and email address you entered under the billing contact section.**


- **Confirmation email #1** – This email will state that ALEKS Corporation has received your order. Teachers will receive a separate notification with setup instructions. The email will include the order number, and (if applicable) a reminder to send a hard copy of the purchase order.
- **Confirmation email #2** – This email will state either ALEKS accepted the purchase order or payment has been processed. Included in the email will be a link to reorder ALEKS subscriptions.

- **Confirmation email #3 – This email will confirm that the order has been completed and include a link to reorder ALEKS subscriptions.**

An order confirmation page will appear after the order has been submitted. The order confirmation page will provide an additional reminder to submit a hard copy of the purchase order to ALEKS if you did not attach a purchase order to the submittal. Also, a reminder to include the order number on the purchase order will be given. You can now print a copy of the order and also save it as a PDF.

You will see an "Order Confirmation" page.

Click on the "Done" button to conclude your online order.

 **Congratulations! Your order has been submitted successfully.**

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Step 4: Order ConfirmationOrder Date: 06/22/2011

**If you did not attach a purchase order to this submittal, please remember to provide us with a hard copy for your purchase order in one of the following ways:**

- Email: [k12orders@aleks.com](mailto:k12orders@aleks.com)
- Fax: (714) 619-6898 or (714) 242-6673
- Mail: Order Department - ALEKS Corporation, 15460 Laguna Canyon Road, Irvine, CA 92618

**\* If your school or school district requires that Purchase Orders be signed to be effective, we cannot process your order unless your purchase order has been signed by an authorized representative**

Once we have processed your order, subscription information will be emailed to the subscription contact person and billing contact. Teachers will receive a separate notification regarding setup information. Turnaround time is approximately 3-5 business days.

The order summary below has been emailed to the subscription contact person and billing contact.

**\*\* Please include your ALEKS order number #11-0507-595 on the purchase order. \*\***

Done

Your order number is **#11-0507-595**

Print | Save this page as PDF


### Accounts & Subscriptions


#### Subscription Contact Person

**Name:** Odering Person  
**Phone Number:** 555-555-1234 x000  
**Email Address:** [ademo@aleks.com](mailto:ademo@aleks.com)

#### Subscriptions

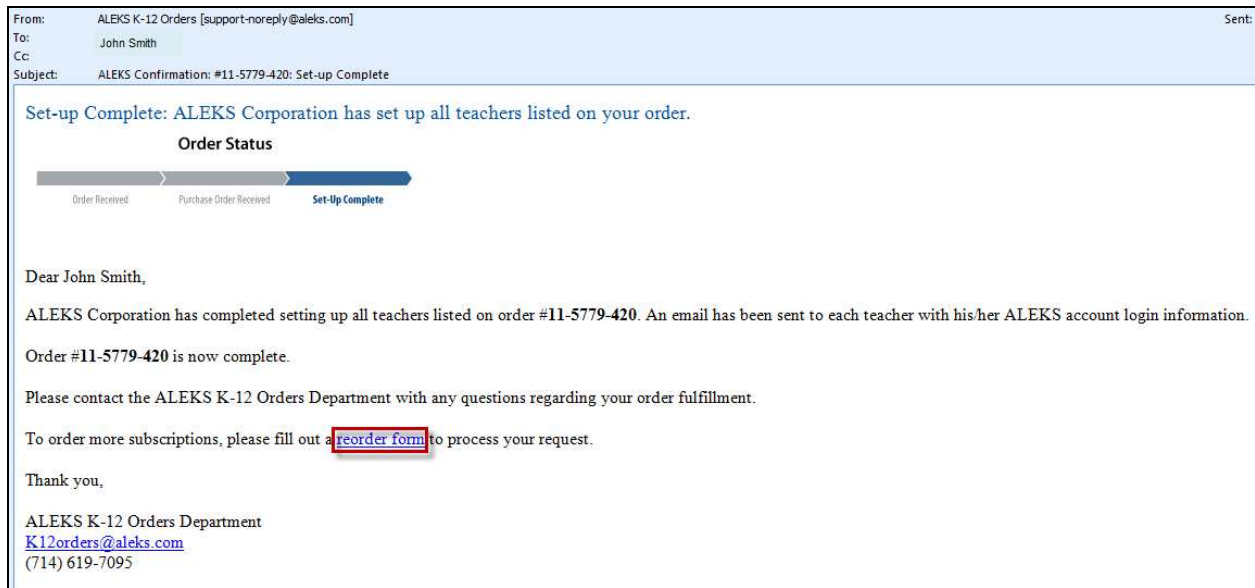
Subscription length	Price	Qty	Subtotal
K12 - 12 Month	40.00	200	\$8,000.00
K12 - 40 Week	35.00	100	\$3,500.00
K12 - Three Month	25.00	50	\$1,250.00
K12 - 40 Week - QuickTables Only	7.00	80	\$560.00
			<b>Total \$13,310.00</b>

 **ALEKS Mathematics School** (K through 6)  
(K12 - 12 Month: 100 subscriptions)

 **a demo**, [ademo@aleks.com](mailto:ademo@aleks.com)  
K12 - 12 Month / Algebra 1 / 2nd Grade

**Note:** Leave a note for the ordering department here.

Below is an example of a confirmation email stating the order has been completed with a link to reorder ALEKS subscriptions.




## Returning User Option

Select the “Yes- Returning User” option. Then enter the email address used in your previous order. ALEKS will send an automatic email with a link to access the online order form with your subscription contact and billing information pre-filled.

The screenshot shows a web form titled "Ordering for K-12 Schools and Districts". The main question is "Have you used the online order form before?". There are two radio button options: "No - First Time user. Take me to the online order form now. I will fill out the entire form." and "Yes - Returning User. Enter your email address below and ALEKS will send you an authorization email with a link to reorder. We will pre-fill the billing and contact information that you used in your previous order." The "Yes - Returning User" option is selected. Below the options is a text input field with a red arrow pointing to it and the placeholder text "Enter the email address used in your previous order". At the bottom of the form is a green "Continue" button.

If the email address you entered is not found in the ALEKS database, you can try again or select the “No” option to fill out the form as a First Time User.

 Sorry, the email address you entered was not found in ALEKS. Please try again or select the "No" option to fill out the form as a First Time User.

**Have you used the online order form before?**

**No - First Time user.** Take me to the online order form now. I will fill out the entire form.

**Yes - Returning User.** Enter your email address below and ALEKS will send you an authorization email with a link to reorder. We will pre-fill the billing and contact information that you used in your previous order.

Enter the email address used in your previous order

After entering a valid email address and clicking on the “Continue” button you will be instructed to check your email inbox for a message from ALEKS. The email message will include a link to reorder subscriptions.

### Ordering for K-12 Schools and Districts

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An email including a link to the ALEKS online order form has been sent to .

**Please check your inbox for a message from ALEKS and click on the link to reorder subscriptions.**

NOTE: SPAM blocking software and some email services sometimes delete the automatic e-mails. If you do not receive an email within 15 minutes of submitting this form, please check your email's SPAM and TRASH folders.

Below is an example of the email message you will receive including a link to reorder subscriptions. If you have ordered for more than one school in the past, the school names will be listed in the email. Click on the "Reorder subscriptions" link beside the school name you wish to reorder subscriptions for.

From: ALEKS K-12 Orders [support-noreply@aleks.com]  
To: John Doe  
Cc:  
Subject: Reorder ALEKS subscriptions

Dear John Doe,

Thank you for using ALEKS!

Please click on the "Reorder subscriptions" link beside the school name you wish to reorder subscriptions for:

School #1: Soreline Elementary [Reorder subscriptions](#) ←

School #2: Brown Middle School [Reorder subscriptions](#) ←

School #3: Smith Elementary [Reorder subscriptions](#) ←

School #4: McGregor Elementary School [Reorder subscriptions](#) ←

For additional pricing and ordering information, click on the following link: [Order Information](#)

We appreciate your business.

For questions or comments, please contact the ALEKS K-12 Orders Department at [K12orders@aleks.com](mailto:K12orders@aleks.com)

Thank you,

ALEKS K-12 Orders Department  
[K12orders@aleks.com](mailto:K12orders@aleks.com)  
(714) 619-7095

ALEKS is a registered trademark of ALEKS Corporation.  
This email was automatically generated by the ALEKS system.  
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*This e-mail (including any attachments) may contain information that is private, confidential, attorney-client privileged, or otherwise legally protected from disclosure. If you have received this e-mail in error, please delete it from your system without copying it and notify the sender by reply e-mail so that our records can be corrected.*

After clicking on the “Reorder subscriptions” link, you will go to the online order form. As a returning user, your subscription contact and billing information will be pre-filled.

**Step 1: Accounts & Subscriptions**

**Your order has not been submitted yet.**

---

**Subscription Contact Person** (\*=Required)  
(We will contact you in case we have questions regarding this order.)

\*Name:

\*Phone Number:   (xxx)xxx-xxxx ext.

\*Email Address:

---

**Select Subscriptions** Required

[Select / Edit Subscriptions](#)

(Use this button to begin selecting subscriptions for all your schools.)

Note: Each ALEKS subscription period begins when a teacher activates it for a student to use. Subscriptions do not become invalid if unused.

As you fill out the form, you will now see drop-down menus that contain your account information based on your account history. Please make a selection from the drop-down menu to populate the required fields. To review the steps on how to fill out the online order form, please go back to the beginning of this document.

**School** Required

School Name:  ▼

School Type:  ▼

School Subscriptions:  Reserve subscriptions for use at this school.  
(Use this only if you're ordering for multiple schools) [Learn more](#)

Please enter the number of subscriptions you would like to reserve for this school. The remaining subscriptions can be used by other schools in your district.

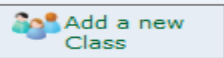
K12 - 12 Month  out of 1 (1 remaining)

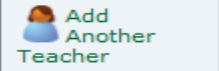
---

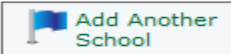
**Teacher #1** All Fields Required

Teacher  ▼

Also make this teacher the "administrator" of ALEKS for this school. (optional) [Learn more](#)

 Add a new Class

 Add Another Teacher

 Add Another School

If you select a teacher with an existing ALEKS account for your setup, you are not required to “Add a new Class” and can now click on the “Continue” button.

**School** Required

School Name: ALEKS Mathematics School

School Type: K through 6

School Subscriptions:  Reserve subscriptions for use at this school.  
(Use this only if you're ordering for multiple schools) [Learn more](#)

Please enter the number of subscriptions you would like to reserve for this school. The remaining subscriptions can be used by other schools in your district.

K12 - 12 Month  out of 2 (2 remaining)

---

**Teacher #1** All Fields Required

Teacher: ALEKS Demo(ademo@aleks.com)

Also make this teacher the "administrator" of ALEKS for this school. (optional) [Learn more](#)

[Add a new Class](#)

[Add Another Teacher](#)

[Add Another School](#)

[Continue >>](#)

If you select “<<New Teacher>>” from the drop-down menu, the box below will expand and you must enter the information for at least one new class.

**Teacher #1** All Fields Required

Teacher: << New Teacher >>

First Name: Last Name: Email:

Also make this teacher the "administrator" of ALEKS for this school. (optional) [Learn more](#)

**Class #1** All Fields Required

Subscription length: (Choose One) [Learn more](#)

[Course recommendations](#)

ALEKS Course: (Select A Subscription)

Course grade level: (Choose One) or  Use grade range (optional)

[Add Another Class](#)

Next is the “Billing and Payment” section.

The online ordering process from this step forward is similar for Returning Users reordering ALEKS subscriptions as for First Time Users ordering ALEKS subscriptions, except your billing information will already be pre-filled. Please return to the “Billing and Payment” section on page 11 to review the step-by-step guide.