Follow these steps to order from the LAUSD Distribution Catalog.

1. **Rename the Shopping Cart**

![Image of Rename Shopping Cart](image1)

2. **Click on “Set Values” to begin presetting funding information**

![Image of Set Values](image2)

3. **Click on “Account Assignment”**

![Image of Account Assignment](image3)
4. **Click on “Details”**

![Image of the Change Default Settings form](image)

5. **Enter the Functional Area**

![Image of the Change Default Settings form with Functional Area highlighted](image)

6. **Click “Add Item” and select the LAUSD Distribution Catalog**

![Image of the Item Overview section](image)
7. Search For items and checkout

8. Certify the Shopping Cart, Enter an optional note to the approver, and Click the “Check button”
9. If no Errors are present, click the “Order” button. **If errors are present, please refer to the common errors log, on the base training website.**

10. Once the order has been submitted to the approver successfully, simply click the “Close button”