

Accessing Textbook Roadshow Documents

How do I access the Google Drive?

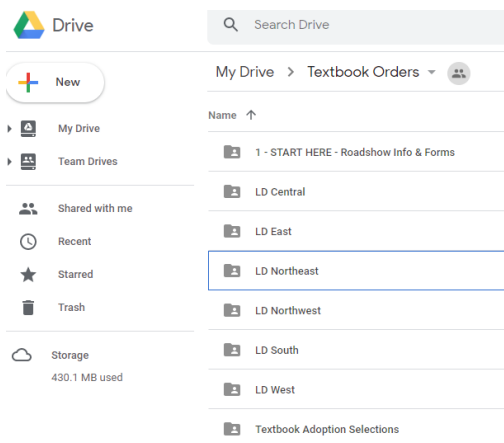
1. Use your LAUSD SSO (do not use your personal Google login)
2. Go to <http://tinyurl.com/iltss-textbookorders>

Why is this information important?

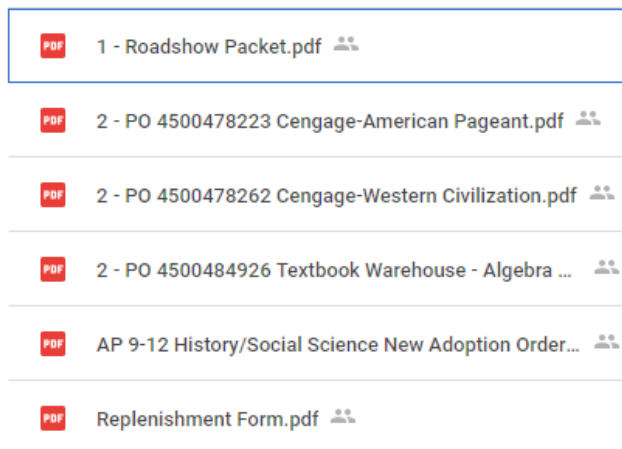
- To see what was ordered
- To see what needs a *Goods Receipt*
- To get information from the Purchase Order document to check the status of delivery

What can I find on the Google Drive?

- All documentation including:
 - Instructions, checklist, and timeline
 - Frequently Asked Questions
 - Justification for Late Textbook Order Form
 - Signed Roadshow Packets
 - Initial requests
 - Order forms with publisher contact information




Sample School Google Folder



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