



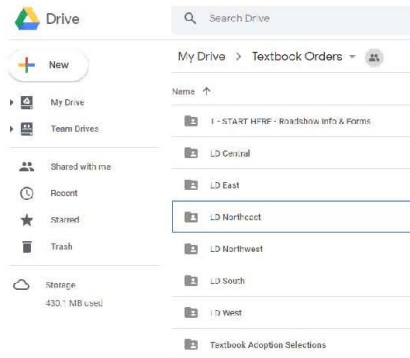
## Accessing Textbook Roadshow Documents

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?

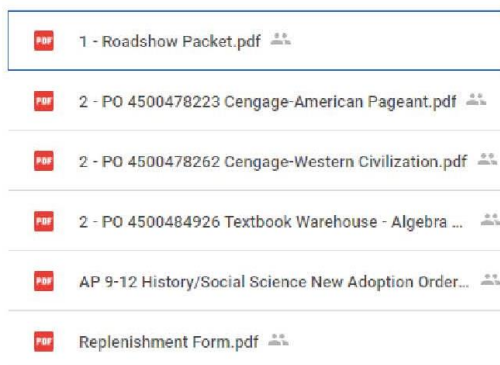
- To see what was ordered
- To see what needs a *Goods Receipt*
- To get information from the Purchase Order document to check the status of delivery



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



For further information please contact:

- Kimberly Balala at [kkr3219@lausd.net](mailto:kkr3219@lausd.net) or 213.241.0366
- Angel Rodriguez at [angel.e.rodriguez@lausd.net](mailto:angel.e.rodriguez@lausd.net) or 213.241.0481
- Diego Zuniga at [diego.zuniga@lausd.net](mailto:diego.zuniga@lausd.net) or 213.241.8725



Approved: *Criso* Christina Rico, Director, Instructional Operations

