ATTACHMENT C

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

For further information please contact:
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