There are many different roles within the Chicago Booth Promo Shop; a person may have more than one role. To help explain what you need to get started, the text below will describe some of the details of each role. Read the information below and select the link that is most applicable to you.

USERS

As a User, you may create and submit orders for yourself only. You may update your profile.

STEP 1: LOG IN - REMAINS THE SAME »

You will need your CNetid and Chicago Booth Promo Shop assigned password to log into the system.

- If you don't remember your CNetid, go to: cnet.uchicago.edu/claimacct/index.jsp
  - Complete your birthdate and ID (social security #) and click to accept terms of use. The system will return to you your CNetid.
- If you don't have or can't remember your Chicago Booth Promo Shop assigned password, send an email with the subject line "E-Store Login Help" to: accountinghelp@chicagobooth.edu

STEP 2: CHECK YOUR PROFILE »

- Click on the "My Account" link on the top navigation bar. Here you can maintain your billing and shipping information.
- Click on Shipping Profiles under My Account, click Add New or Edit an existing entry. (Note: Manage Profiles also takes you to the same section on the site.)

STEP 3: PLACE THE ORDER »

- Select Browse Products to select the category your wish to make a purchase from.
- Locate your template or item - click on the item - enter your desired quantity click continue.
- Verify the information; make changes if necessary. Preview updates instantly.
- View PDF Proof to see larger image. Click "Approve/Continue" to drop item in your cart.
- Complete the checkout process - select the Shipper, the FAS account to charge and shipping address. Save
- For billing select cost-center, Save
- Complete your order by clicking the box next to "I have read the information stated above and approve this order."
- Click 'Place Order"
- You will receive an email notification from klicorders@taylor.com with the details regarding your order.