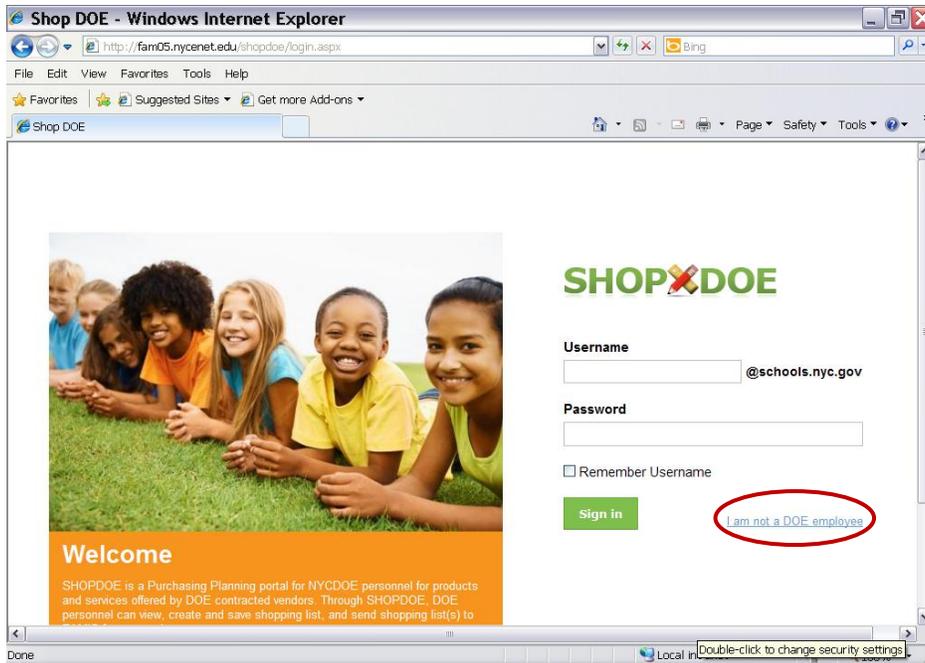


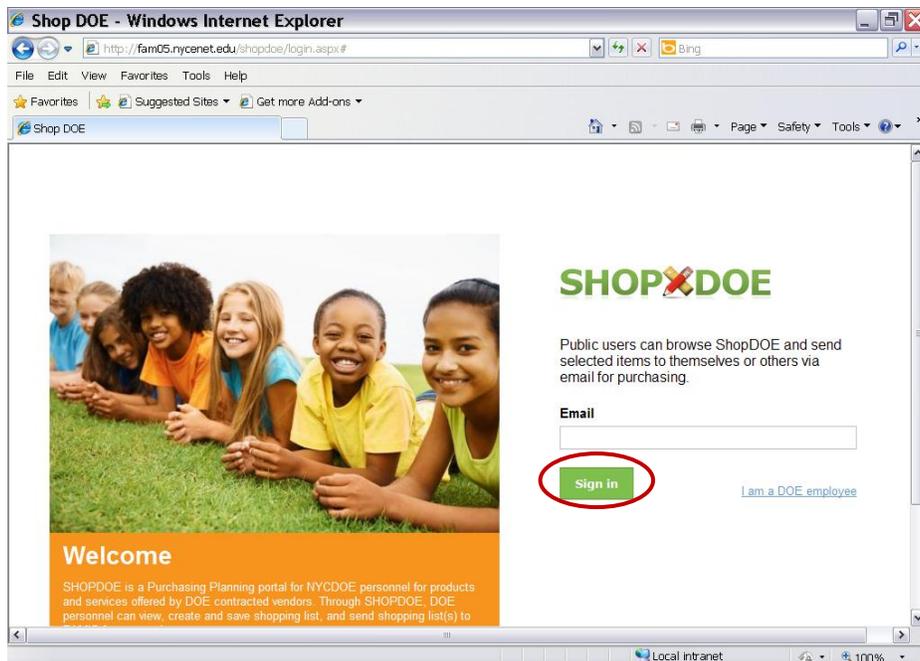
ShopDOE Guide for Non-public Schools

Learn how to navigate the newly updated ShopDOE purchasing planning portal.

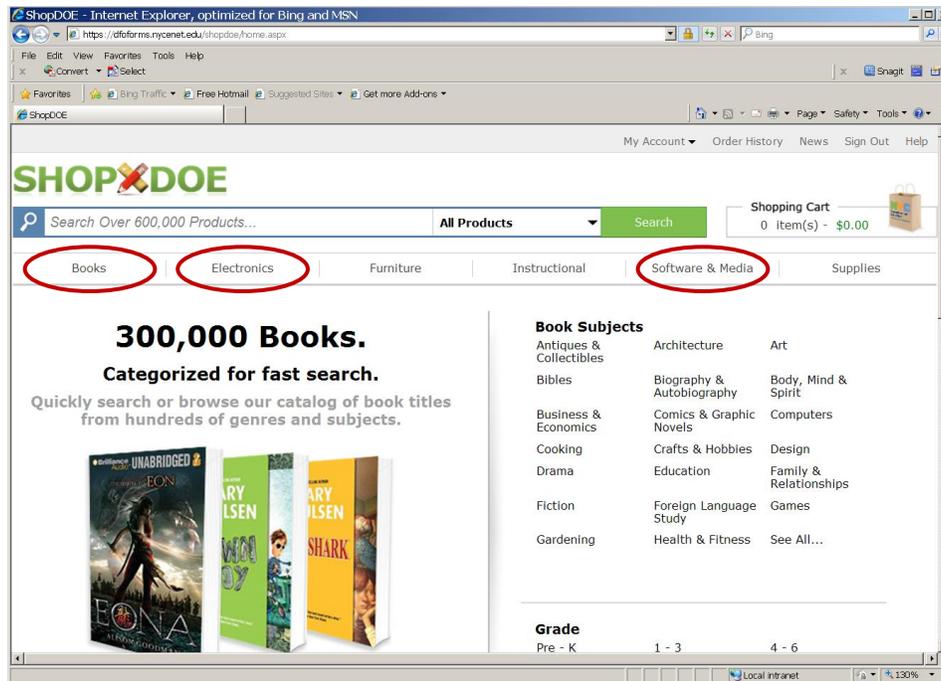
1. Using your web browser, navigate to ShopDOE: <https://dfoforms.nycenet.edu/shopdoe/>
2. Click I am not a DOE Employee.



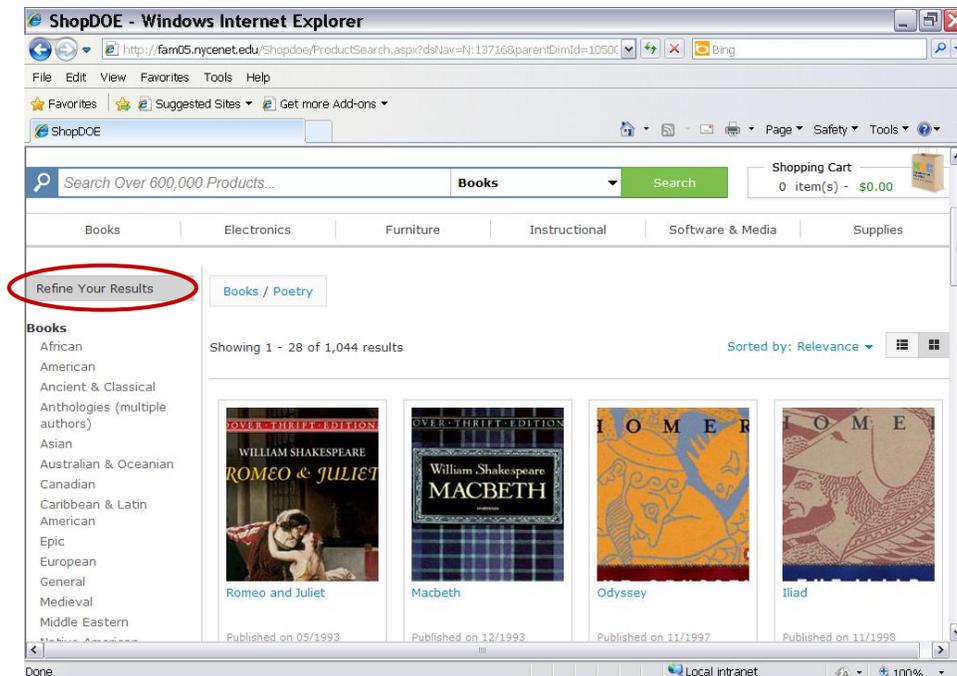
3. Enter either your personal or school email address.
4. Click the green Sign In button.



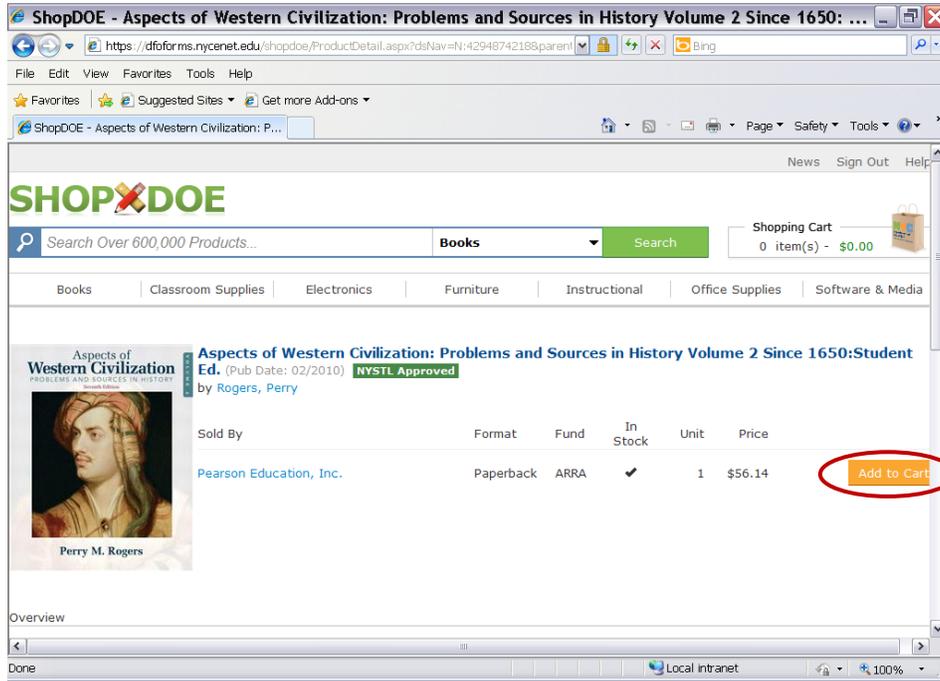
- Select the tab you are interested in browsing: Books (NYSTL), Electronics (NYSCH), or Software & Media (NYSSL & NYSLIB).
- Browse to find your topic of interest much the same way you would with any on-line retail shopping site.



- If desired, you may narrow your search results by selecting one or more search criteria. Under Refine Your Results in the left-hand navigation bar, click the category of choice (for example, Eligibility Funding, Grade Level, Price, etc.).

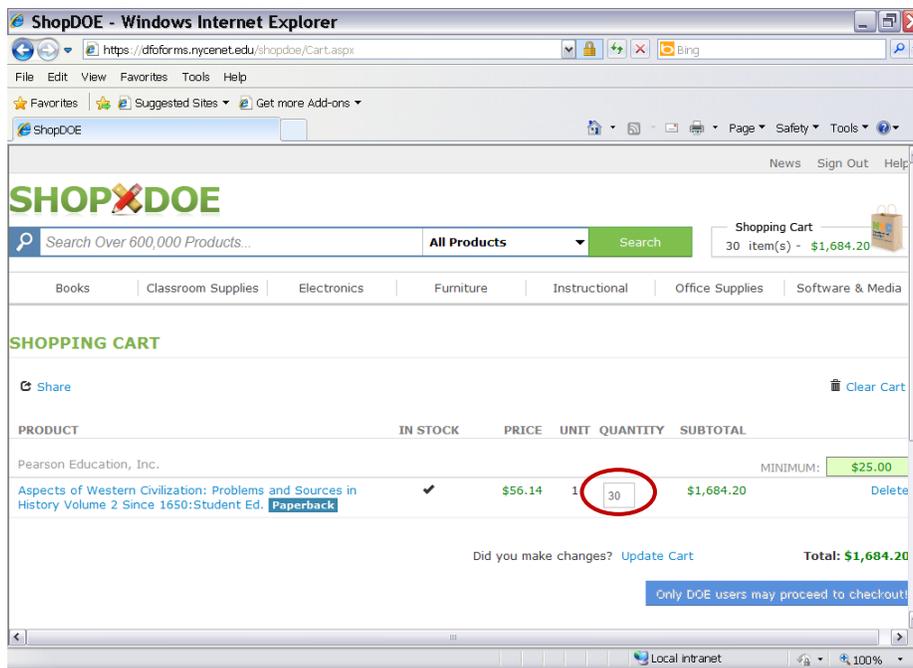


8. Once you identify a desired NYSTL Approved item, click Add to Cart to proceed.

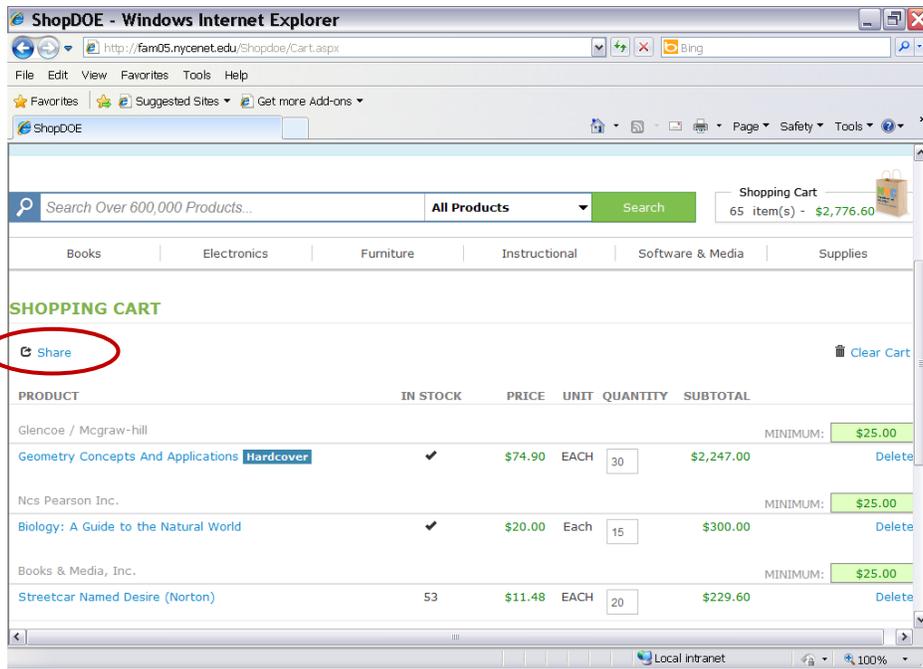


9. Indicate your desired quantity. Click Update Cart to update price.

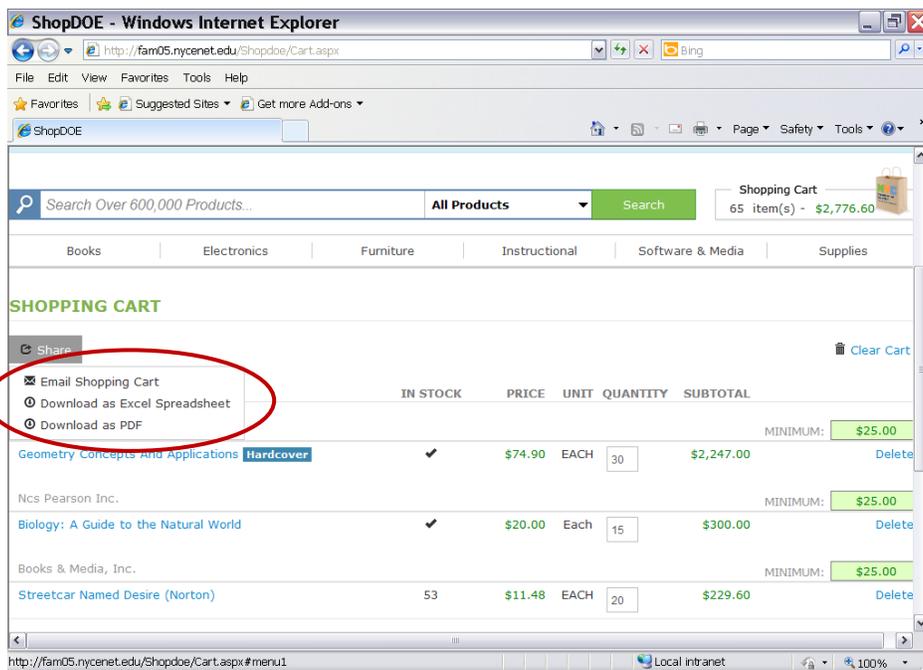
10. Continue to shop, filling your shopping cart as desired.



11. Once you have finished shopping, click Share to either share your cart's contents with the purchasing agent at your school, or save it as either an Excel Spreadsheet or PDF file.



12. Click one of the three sharing methods available as desired to complete the shopping process.



Note that future enhancements of ShopDOE will enable non-public school users to proceed directly to FAMIS in order to place their orders.