

Searching for and Ordering Lane ESD Educational Models and Kits

- Go to <http://media.dymaxion.ca/lesd>
- Click **Search Catalog**
- Type in your search term, check the boxes that correspond to your desired grade level and media type, then click the green **Submit** button. You can narrow your search parameters by using the check boxes.
- This should bring you to a list of titles that match your criteria. Click any of these titles for more information on the title. Your browser's back button will return you to your list of titles.
- Click the boxes on the titles you're interested in ordering, then click the blue **Select Checked** button at the bottom of the page. This will prompt you to sign in by entering your last name in the **Last Name** box and your password in the **Password** box. Click the green **OK** button.
- *Note: The first time you enter, your password will be the seven-digit telephone number of your school with no dashes. You'll then be asked to type in a personal password. Use the new password from that point on.*
- Choose your showdates (the date you want to show it in the classroom) using the calendar or the pulldown date menus. If you'd like to ship as soon as it's available, leave the date as **First**.
- Click the green **Test Availability** button. If titles are available, you'll get a green checkmark in the **Avail** column. If they're not available, you'll see a red "X," along with the dates the materials are available. Again, use your calendar and pull-down menus to change the date if you want to receive the materials when they're next available. If you do this, you'll have to click on **Test Availability** again. If you decide you don't want the items the dates they're available, choose **Remove** in the **Quantity** pull-down menu.
- Once everything is to your liking, press the green **Submit** button. This is the step that transmits the order to us so we know to ship the titles.
- A page will open alerting you to the fact your items have been booked. You'll also receive notification via email.
- If you want to perform another search and order more items, click on **Resume Search** or **New Search**. If you're all finished, click the red **Logout** button on the right side of the page.

If you have questions or need more information, please contact the Lane ESD Media Department. booking@lesd.k12.or.us or 541-461-8220