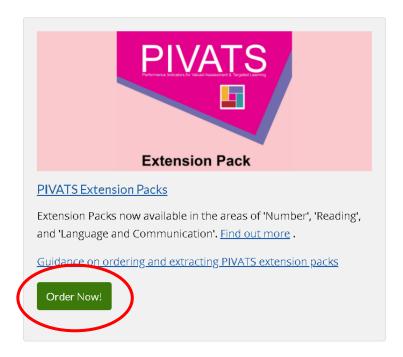






Ordering & Accessing the PIVATS 5 Extension Packs

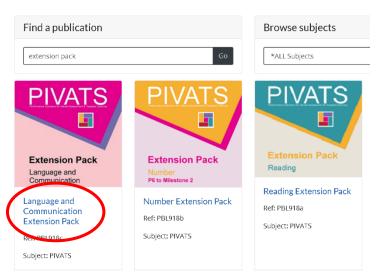
To order the PIVATS Extension Packs, first of all please visit the PIVATS home page accessible via the link https://www.lancashire.gov.uk/lpds/pivats/ which will present you with the option below:



To start your order you should click on the button labelled "Order Now!" circled above

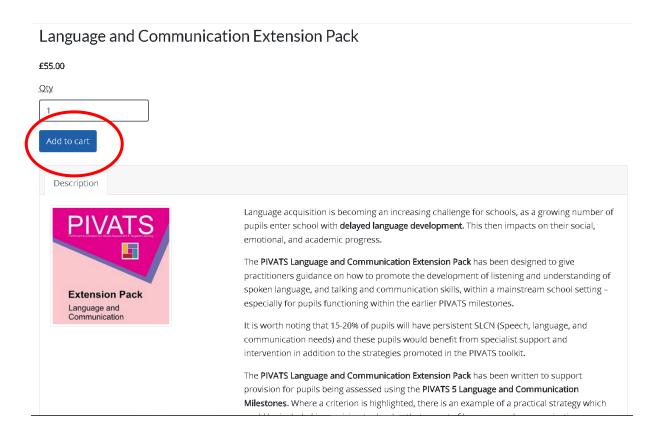
This will take you to the page below:

Publications



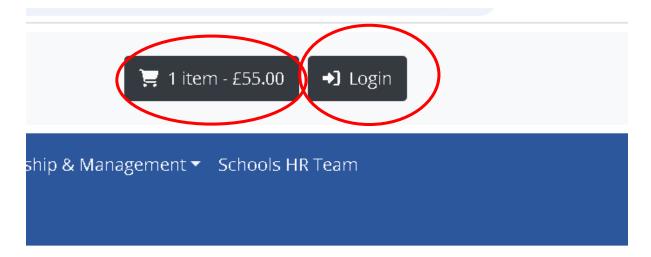
To select which of the extension packs you wish to order you should then click on the appropriate hyperlink provided. In the example above the "Language & Communication Extension Pack" is circled.

This will take you to the page below:



A number should be placed in the "Qty" (quantity) box, once you have done this you should click on the button labelled "Add to Cart" (circled above)

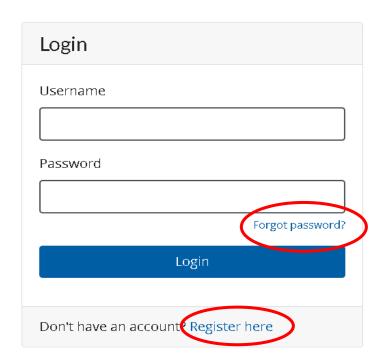
Once you have done this you will see that your cart will be populated with your order in the top right hand corner of the screen (see below):



You are then in a position to proceed with your order.

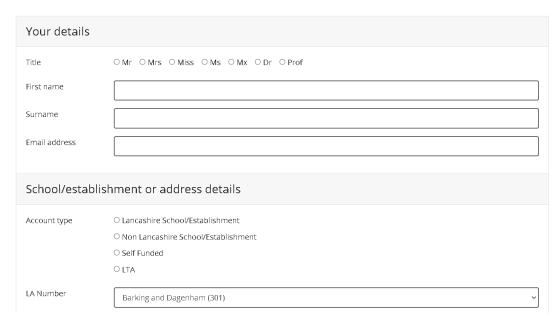
To do so you need to login to the LPDS website by clicking on the "Login" button (circled above).

This will present you with the page below, if you or your school already have a username and password from previous orders you will need to submit them at this point, if you need to reset your password please use the "Forgot password" option (circled below). If you have not used the site before you will need to register for it. To do so, you will need to click on the link entitled "Register here", see below:

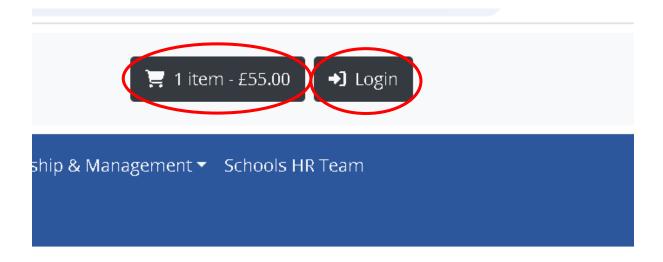


You should then complete the form, see below, when you have entered the necessary information, including your own password, you then need to click on the "Create account" button at the foot of the form to complete the process:

Register

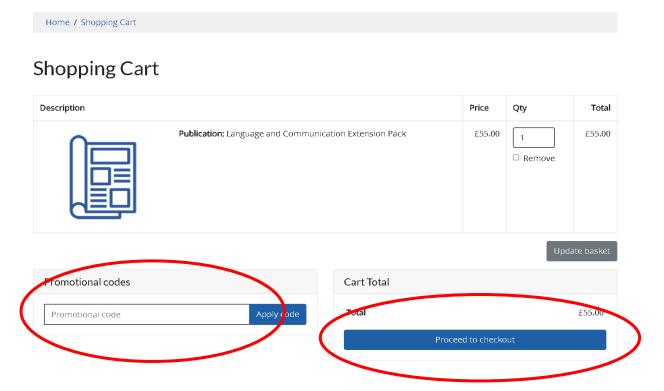


Following the registration process you are now in a position to login into the system. To login you will need to revisit the page https://www.lancashire.gov.uk/lpds/ adding your username and password and then click on the menu option "Login" in the top right hand corner of the screen (see below):



Once you have logged in you should then click on the button which contains the item(s) in your cart, also circled above.

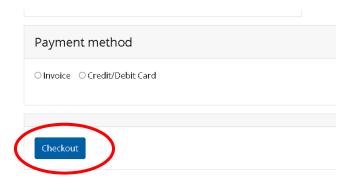
This will provide you with the details of the order you have placed, see below:



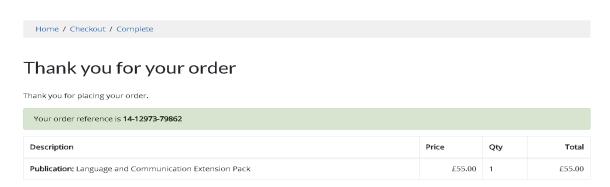
If you have been provided with a code to obtain a discount you should supply this in the box entitled "Promotional code" (circled above) and then click on the button labelled "Apply code".

You should then click on the button, also circled above, labelled "Proceed to checkout".

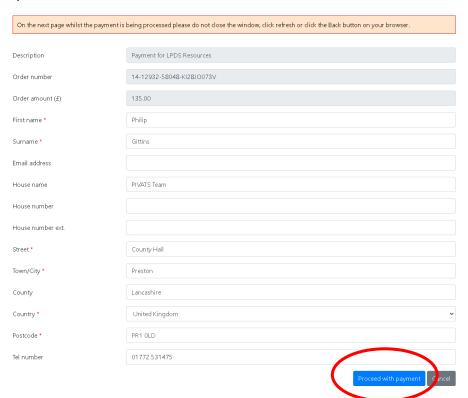
The page below will ask you to confirm your "Billing" and "Delivery" addresses. You will also be requested to advise which "Payment method" you wish to use, see options below before pressing the "Checkout" button (circled below):



The option "Invoice" was selected above and the "Checkout" button pressed. You are then presented with the page below:

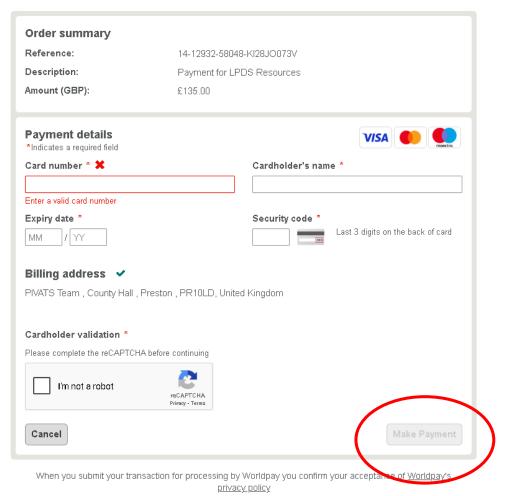


If you choose to pay by debit/credit card the screen below will appear once you are content with the details you should the click on the button labelled "Proceed with payment" at the foot of the form (circled below):



You should then complete the details in the form that appears, see example below, before clicking on the button labelled "Make Payment" (please note this will activate when you add card details).





Accessing Your PIVATS Extension Pack Order:

Irrespective of the payment option you have chosen when your order has been placed you will then receive an e-mail in the mailbox associated to the user account, that will look like the one below:

Lancashire Professional Development Service - Online Publication Order



<u>.</u>

Thank you for your order.

The materials are available on the link below, this link is live for up to 10 days are expended. Please download the materials to a computer in school as soon as possible

https://lancashire.gov.uk/lpds//downloads/?id=E92AD63AF608389B1FEA6473B1B660D5

Should a publication, require a password you can find this within the feldors attached. Electronic publications are not sent hard copy.

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Your Order Number is 14-12930

An invoice will follow in the post shortly, unless you are a Lancashire journal school then the fee will be taken from your budget accordingly.

To access the electronic documents and the guide for how to upload and use the resource you need to click on the hyperlink provided (circled above). Among the documents you will be provided with will be guidance which will outline how you should extract and upload your documents to ensure that the hyperlinks in the milestones link to the resources in the master document you will be provided with. IT IS IMPERATIVE THAT THESE ARE FOLLOWED CORRECTLY.