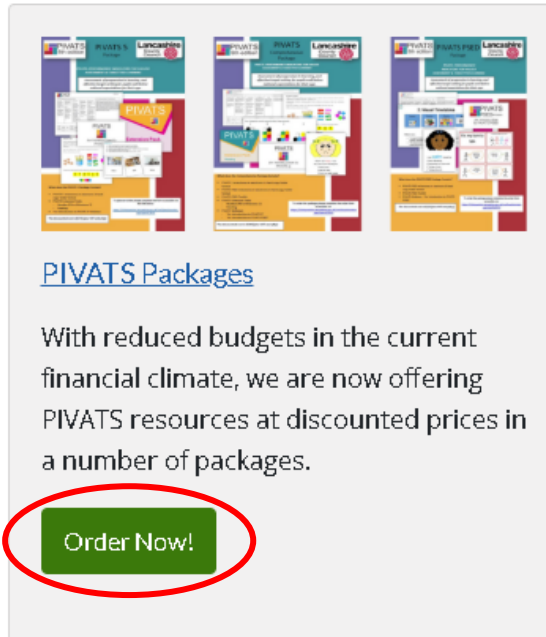


Ordering & Accessing PIVATS Packages

Placing and Receiving an Order

To order any of the PIVATS packages either as a full set or individually, 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:



[PIVATS Packages](#)

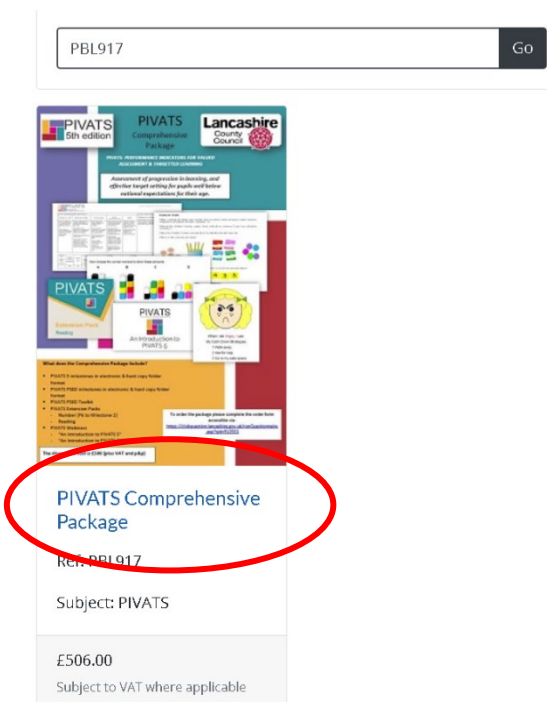
With reduced budgets in the current financial climate, we are now offering PIVATS resources at discounted prices in a number of packages.

Order Now!

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

This will take you to a page that will look like the example below:

PBL917



PIVATS Comprehensive Package

Ref: PBL917

Subject: PIVATS

£506.00

Subject to VAT where applicable

To select the option you want you should then click on the appropriate hyperlink provided (see example left).

In this example the selection being made is for the PIVATS Comprehensive Package.

When you click on the hyperlink you will be presented with the page below:

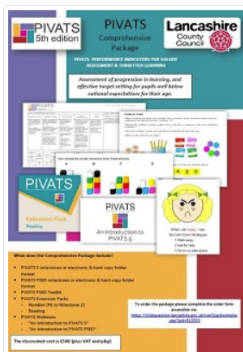
PIVATS Comprehensive Package

£506.00

Qty

Add to cart

Description



PIVATS Comprehensive Package includes:

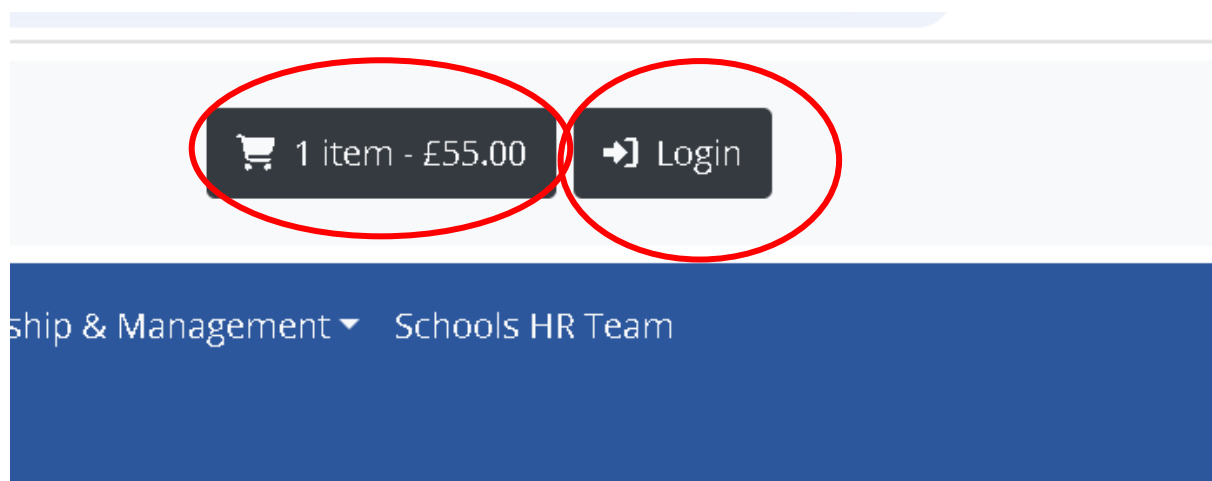
- PIVATS 5 and PSSED milestones in electronic (PDF) and hard copy folder format
- PIVATS 5 "Number P6 to Milestone 2" and "Reading" Extension Packs
- "An Introduction to PIVATS 5" Webinar
- "An Introduction to PIVATS PSSED" Webinar
- PIVATS PSSED Toolkit

The hardcopy folders will be dispatched when we are next able to access the office. The cost includes postage and packaging.

Please note The electronic elements will be sent to the email address used during purchase. If you have not received them within 5/10 minutes please check your spam/junk folder. The email link received will be live for only 10 days, please download the publication documents and save them to your computer.

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 example 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:

Login

Username

Password

[Forgot password?](#)

Don't have an account? [Register here](#)

This will take you to 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

Your details

Title Mr Mrs Miss Ms Mx Dr Prof

First name

Surname

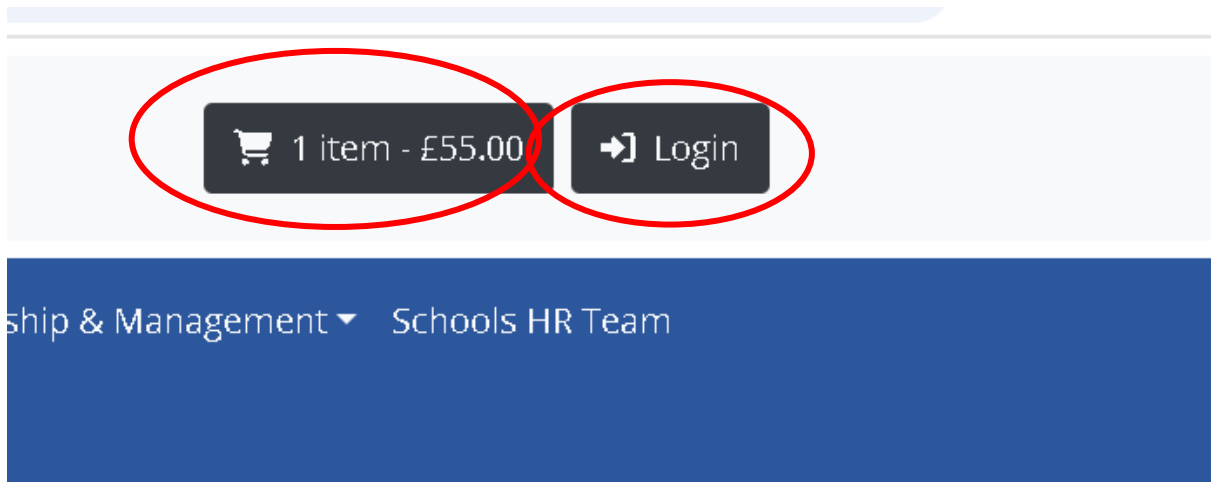
Email address

School/establishment or address details

Account type Lancashire School/Establishment
 Non Lancashire School/Establishment
 Self Funded
 LTA

LA Number


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 circled below):



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

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

Shopping Cart

Description	Price	Qty	Total
 Publication: PIVATS Comprehensive Package	£506.00	<input type="text" value="1"/> <input type="checkbox"/> Remove	£506.00

Update basket

<p>Promotional codes</p> <input type="text" value="Promotional code"/> <input type="button" value="Apply code"/>	<p>Cart Total</p> <table border="1"><tr><td>Total</td><td>£506.00</td></tr></table> <input type="button" value="Proceed to checkout"/>	Total	£506.00
Total	£506.00		

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):

Payment method

Invoice Credit/Debit Card

Checkout

If the option "Invoice" is selected (see above) and the "Checkout" button pressed. You are then presented with the page below:

Thank you for your order

Thank you for placing your order.

Your order reference is **14-12955-29371**

Description	Price	Qty	Total
Publication: PIVATS Comprehensive Package	£506.00	1	£506.00

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):

On the next page whilst the payment is being processed please do not close the window, click refresh or click the Back button on your browser.

Description: Payment for LPDS Resources

Order number: 14-12932-5804B-KI28JO073V

Order amount (£): 135.00

First name *: Philip

Surname *: Gittins

Email address:

House name: PIVATS Team

House number:

House number ext:

Street *: County Hall

Town/City *: Preston

County: Lancashire

Country *: United Kingdom

Postcode *: PR1 0LD

Tel number: 01772 531475

Proceed with payment

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 once card details are entered*).




Order summary

Reference: 14-12932-58048-KI28JO073V
Description: Payment for LPDS Resources
Amount (GBP): £135.00


Payment details


*Indicates a required field

Card number * 
Enter a valid card number


Cardholder's name *

Expiry date * /

Security code *  Last 3 digits on the back of card

Billing address 
PIVATS Team , County Hall , Preston , PR10LD, United Kingdom

Cardholder validation *
Please complete the reCAPTCHA before continuing

I'm not a robot 
reCAPTCHA
Privacy - Terms

When you submit your transaction for processing by Worldpay you confirm your acceptance of [Worldpay's privacy policy](#)

Irrespective of the way in which the payment has been made you will then receive an e-mail to the mailbox associated to the user account, that will look like the one below:

Lancashire Professional Development Service - Online Publication Order



do_not_reply@lancashire.gov.uk
To: Gittins, Philip



Thank you for your order.

The materials are available on the link below, this link is live for up to 10 days after purchase. 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 folders 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 (PDF) documents which form a part of the order in the example above you should click on the active link provided in this correspondence (circled above). **Among the documents you will be presented with will be guidance which will provide instruction on how to extract and upload the resources to your hardware.**