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Introduction

The PublishPartner site serves all University of Sydney students who wish to order printed course notes. Students will also be able to submit a thesis and submit print jobs.

This guide will provide all the details on how to perform each of the supported functions of the PublishPartner student site.
Managing Your Account

New users to the PublishPartner student site may need to add details to their accounts that the default logins do not provide. Students will need to supply information such as contact details and addresses for both billing and shipping.

Following are the details on how to manage a user account for PublishPartner.

Editing Contact Information

To edit your contact information, click the Account button to the right of the Logout button.

The My Dashboard page will appear, as shown here:
Managing Addresses

There are a few ways you can manage your addresses within PublishPartner. You can either elect to manage them via Manage Addresses, which allows you to add your billing and shipping addresses, as well as additional addresses you may wish to ship to.

- Note in the above image that there is only one default billing and one default shipping address. You can also add additional addresses if you wish to send materials to addresses other than your default shipping address.
- You can edit and delete additional addresses, but you can only edit default billing and shipping addresses.
- You will want to exercise some caution when editing your addresses. If you designate an additional address as the default billing or shipping address – or both – you will notice that the additional address no longer appears under the Additional Address Entries heading.

In the following example, both the billing and shipping address are identical:
Note that all three sample addresses appear as in Figure 4. You can elect to designate an additional address as either the default billing or shipping address, as shown below:

The address that you've now designated as the default billing or shipping address will no longer appear in the Additional Address Entries list.
If you want to designate the original address as the default shipping address again, click the Change Billing Address link and tick **Use as my default shipping address**. Click **Save** when you’re finished.
Course Notes

Course notes are available for purchase from the PublishPartner site for a large number of faculties. The availability of course notes for a particular course is contingent on instructors uploading their notes from the Staff PublishPartner site. Course notes are listed by faculty, in alphabetical order.

Selecting Course Notes

There are a number of ways you can select the course notes you would like to purchase. By clicking the Course notes link in the upper left corner of the PublishPartner site, you will see a complete listing of available course notes.

From this page you can click Add to Cart to order course notes for the selected course.

You will also notice you can view course notes by category or by campus location, with the number of course notes shown in parentheses to the right of each link.

Note: Be sure to take note of the campus location for each set of course notes. You can only pick up course notes from the campus that offers the course for which you’re purchasing notes.

You can also select a specific set of course notes by hovering the mouse pointer over the Course notes link. A dropdown list will appear, displaying a complete list of categories (faculties).
A sub-dropdown list displays the sub-categories for the selected faculty:

![Sub-dropdown list](image)

You can click on an item in the sub-dropdown list to display the course notes for the selected sub-category, where you can order the course notes.
Clicking on a link for a set of course notes will take you to the course notes information page, as shown below:

**Ordering Course Notes**

Once you are satisfied with the course notes selection, you can add it to your shopping cart by clicking Add to Cart, as shown in Figure 13. You can order multiple copies by entering the quantity in the box to the left of the Add to Cart button. Once at least one set of course notes is in your shopping cart, you can click the Proceed to Checkout button, or, if you wish to continue shopping, you can click Continue Shopping.
**Checking Out**

The check out process consists of a series of five steps, which are as follows:

1. **Billing Information**

You can choose to ship to the selected billing address, or you can ship your items to a different address.

As you move through the checkout steps, you’ll see that the Checkout Progress gives you a visual indication of where you are in the process.

2. **Shipping Information**

*Note: you will only see this step if you choose to ship your course notes to a different address.*
3. Shipping Method

Note: If you elect to pick up your order, please be aware that your order will not be shipped to the selected shipping address and make sure you note the campus where your course notes are available for pickup.

4. Payment Information

Note: When providing your payment method, you will not pay for your item/s until you have placed your order.
5. Order Review

You can continue to add items to your cart up to the point that you click Place Order, but not after. By clicking Place Order, you are committing your order with the items shown above in the cart.
**Placing an Order**

By clicking the **Place Order** button, your course notes order is complete. You will then see the following confirmation page:

![Confirmation Page](image)

You can click the link to view your order. You will also receive an email with your order details.

**Order Options**

There are a few options available when viewing your list of orders from the My Dashboard page: **View Order** and **Reorder**.

![Recent Orders](image)

By clicking the **View Order** link, you can view detailed information about the order you've placed:

![Items Ordered](image)
By clicking the Reorder link, you can place another order for the same set/s of course notes: