

# eProducts Supplemental Form

Please submit this form with your school Purchase Order.

To process your order, this form must be completed in its entirety.

1. Please fill in the information for both contacts below so they can be emailed to activate subscriptions.

<b>SUBSCRIBER CONTACT:</b> RESPONSIBLE FOR ANSWERING ORDER QUESTIONS AND ACTIVATING SUBSCRIPTIONS.	
* NAME	
TITLE	
TELEPHONE	BEST TIME TO CALL
* EMAIL ADDRESS	

\*Required

DATE	DISTRICT NAME
* PURCHASE ORDER NUMBER (P.O. must be attached)	

<b>DISTRICT TECHNOLOGY CONTACT:</b> RESPONSIBLE FOR INSTALLATION AND IMPLEMENTATION OF SOFTWARE.	
* NAME	
TITLE	
TELEPHONE	BEST TIME TO CALL
* EMAIL ADDRESS	

\*Required

2. Please have the technology contact confirm understanding of system requirements by placing his/her initials next to each product purchased.

Initial	Product / Full Information Website	Minimum System Requirements and Special Considerations
	<b>Edge, Inside, NG Reach, Reach for Reading, and Science</b> NGL.Cengage.com/Support	Student loads required for full use of online materials. Online access is purchased on a per unit basis. Full SIS load of student, teacher, and administrator information is required for use. JAVA required.
	<b>World Cultures and Geography</b> NGL.Cengage.com/Support	Minimum purchase of 25 student books is required for full use of online materials. Full SIS load of student, teacher, and administrator information is required for use. JAVA required.
	<b>Online Coach/ Comprehension Coach</b> NGL.Cengage.com/Support	Headsets are required to use this program. Mac or Vista OS computers require a USB headset or a USB adapter with the Andrea headset. Full SIS load of student, teacher, and administrator information is required for use. <b>Online Coach only: This software cannot be used through a proxy server and will be installed on student computers.</b> For MAC computers, PowerPC or Intel processors with OSX 10.6 or lower are required. Online Coach is not compatible with OSX 10.7 or higher. Port 443 must be directly available for incoming and outgoing traffic.
	<b>Inside &amp; Edge eAssessment</b> NGL.Cengage.com/Support	Results can be obtained from online administration, OMR or OCR scanner scan and score. No print materials are required for online testing. Different answer sheets are required for each type of test administration with OMR scanners. Answer sheets are printed off the website for OCR scanning. Separate software purchase is required. Full SIS load of student, teacher, and administrator information is required for use. JAVA required.
	<b>Student eEdition</b> NGL.Cengage.com/Support	Adobe Flash is required for use. Subscriptions are seat licenses, not student licenses. Teacher information required to issue licenses.
	<b>Avenues &amp; High Point eAssessment</b> NGL.Cengage.com/Support	Header and Answer sheets required for each test administration. The Basics Level uses a different header and answer sheet than Levels A-C. OMR Scanner with Windows-based computer required to upload results. Teacher and administrator information required for use. JAVA required.
	<b>High Point Diagnosis &amp; Placement Inventory</b> NGL.Cengage.com/Support	High Point Diagnosis & Placement inventory requires a scanner, but is not part of eAssessment. OMR Scanner with Windows-based computer required. No dataload required for use.

3. To help us to better support your school or district, please answer the following questions.

1. Which operating system will be used?	<input type="radio"/> Windows	<input type="radio"/> Macintosh
2. What is the first day of school attendance for students in your district/school?	(mm/dd/yy)	
3. What is the date you would like your student subscriptions activated?	(mm/dd/yy)	
4. Do you wish to do district-level rostering (as opposed to allowing teachers to create student accounts)?	<input type="radio"/> Yes	<input type="radio"/> No
5. Do you wish to have a single sign-on style link to your district learning management system (LMS)?	<input type="radio"/> Yes	<input type="radio"/> No

I acknowledge that I am the person at the district /school who will be responsible for coordinating with National Geographic Learning to ensure proper activation of the technology subscriptions. I affirm that my district/school meets the minimum system requirements to implement the programs initiated above, and that the district will be invoiced on the subscription activation date I have provided. I understand that the subscriptions begin on the activation date and that all used and unused subscriptions will expire 12 months after that date. I understand that eAssessment, Online Coach, and Comprehension Coach subscriptions are nonrefundable and may not be transferred between students.

To ensure timely activation please contact Customer Service, (888) 915-3276, within 90 days after submitting a purchase order for any technology subscription. After 90 days the purchase order is subject to cancellation. National Geographic Learning will require a completed import template at least 14 days prior to the activation date.

Subscriber Contact Signature \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_

Fax to 800-990-4253 or email to [NGLDigitalSolutionsAccess@NGSP.com](mailto:NGLDigitalSolutionsAccess@NGSP.com)