

This document is intended to assist ADLC's partner Affiliation staff with understanding how to order consumable materials without registering students.

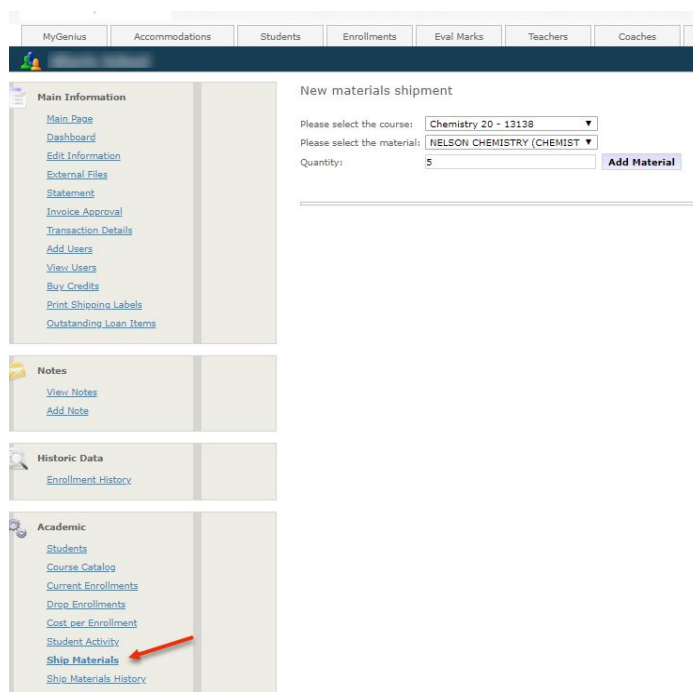
Affiliations now have the ability to order Teacher Support (TS) materials from ADLC without registering students. *Materials ordered with this method are shipped to the school.*

Note: Student Instruction (SI) course materials are still ordered at the time of student registration or on the [Materials page](#) of the Student profile.

1. Log into the [ADLC Student Information \(SIS\)](#) and make sure your *Affiliation Super User* role is selected in the menu on the top-right of the screen.



2. Select **Affiliations** tab at the top of the screen, select your affiliation.
3. Select **Ship Materials** in the *Academic* section of the menu on the left.



4. Select the desired course in the drop-down menu.
5. Select the available material in the drop-down menu.
6. Select desired quantity of the selected material.
7. Select **Add Material**.
8. Repeat steps 4-7 for all required materials.

Items can be removed from your order list by selecting the red X in the *Delete* column.

9. When finished, select **Ship Materials**.

Your order will be submitted for processing. Material orders will appear on the *Invoice Approval, Transaction Details and Ship Materials History (shown below) pages*.

## Deleting Orders Not Yet Shipped

Items in the **Ship Materials History** that have not yet shipped, can be deleted by selecting the checkbox beside the item, then clicking **Delete selected**.

The screenshot shows the 'Affiliations' section of the MyGenius system. On the left, a navigation menu includes 'Main Information', 'Historic Data', and 'Academic'. The 'Academic' section has 'Ship Materials History' highlighted with a red arrow. The main area displays a table of 19 materials ordered, with columns for 'Select', 'Ordernumber', 'Status', 'Date', and 'Material'. The table lists various materials like 'ASSIGNMENT BOOKLET PACK (ADLC) (BIOLOGY 20)' and 'NELSON CHEMISTRY (CHEMISTRY 20 & 30)'. Some items are marked as 'SHIPPED' and others as 'WAITING\_PROCESSING'. A 'Delete selected' button is located at the bottom right of the table.

| Select                   | Ordernumber      | Status             | Date                | Material  |
|--------------------------|------------------|--------------------|---------------------|---|
| <input type="checkbox"/> | 9880202002120947 | SHIPPED            | 2020-02-12 09:47:58 | ASSIGNMENT BOOKLET PACK (ADLC) (BIOLOGY 20)         |
| <input type="checkbox"/> | 9880202002120947 | SHIPPED            | 2020-02-12 09:47:58 | ASSIGNMENT BOOKLET PACK (ADLC) (BIOLOGY 20)         |
| <input type="checkbox"/> | 9880202002120947 | SHIPPED            | 2020-02-12 09:47:58 | ASSIGNMENT BOOKLET PACK (ADLC) (BIOLOGY 20)         |
| <input type="checkbox"/> | 9880202002120947 | SHIPPED            | 2020-02-12 09:47:58 | ASSIGNMENT BOOKLET PACK (ADLC) (BIOLOGY 20)         |
| <input type="checkbox"/> | 9880202002120947 | SHIPPED            | 2020-02-12 09:47:58 | ASSIGNMENT BOOKLET PACK (ADLC) (BIOLOGY 20)         |
| <input type="checkbox"/> | 9880202002120947 | SHIPPED            | 2020-02-12 09:47:58 | ASSIGNMENT BOOKLET PACK (ADLC) (BIOLOGY 20)         |
| <input type="checkbox"/> | 9880202002120947 | SHIPPED            | 2020-02-12 09:47:58 | MODULE PACK (ADLC) (BIOLOGY 20)                     |
| <input type="checkbox"/> | 9880202002120947 | SHIPPED            | 2020-02-12 09:47:58 | MODULE PACK (ADLC) (BIOLOGY 20)                     |
| <input type="checkbox"/> | 9880202002120947 | SHIPPED            | 2020-02-12 09:47:58 | MODULE PACK (ADLC) (BIOLOGY 20)                     |
| <input type="checkbox"/> | 9880202002120947 | SHIPPED            | 2020-02-12 09:47:58 | MODULE PACK (ADLC) (BIOLOGY 20)                     |
| <input type="checkbox"/> | 9880202002120947 | SHIPPED            | 2020-02-12 09:47:58 | MODULE PACK (ADLC) (BIOLOGY 20)                     |
| <input type="checkbox"/> | 9880202002120947 | SHIPPED            | 2020-02-12 09:47:58 | MODULE PACK (ADLC) (BIOLOGY 20)                     |
| <input type="checkbox"/> | 9880202002120947 | SHIPPED            | 2020-02-12 09:47:58 | MODULE PACK (ADLC) (BIOLOGY 20)                     |
| <input type="checkbox"/> | 9880202002120947 | SHIPPED            | 2020-02-12 09:47:58 | MODULE PACK (ADLC) (BIOLOGY 20)                     |
| <input type="checkbox"/> | 9880202002120947 | SHIPPED            | 2020-02-12 09:47:58 | MODULE PACK (ADLC) (BIOLOGY 20)                     |
| <input type="checkbox"/> | 9880202002120947 | SHIPPED            | 2020-02-12 09:47:58 | MODULE PACK (ADLC) (BIOLOGY 20)                     |
| <input type="checkbox"/> | 9880202003021021 | WAITING_PROCESSING | 2020-03-02 10:21:59 | NELSON CHEMISTRY (CHEMISTRY 20 & 30)                |
| <input type="checkbox"/> | 9880202003021021 | WAITING_PROCESSING | 2020-03-02 10:21:59 | NELSON CHEMISTRY (CHEMISTRY 20 & 30)                |
| <input type="checkbox"/> | 9880202003021021 | WAITING_PROCESSING | 2020-03-02 10:21:59 | NELSON CHEMISTRY (CHEMISTRY 20 & 30)                |
| <input type="checkbox"/> | 9880202003021021 | WAITING_PROCESSING | 2020-03-02 10:21:59 | NELSON CHEMISTRY (CHEMISTRY 20 & 30)                |
| <input type="checkbox"/> | 9880202003021021 | WAITING_PROCESSING | 2020-03-02 10:21:59 | NELSON CHEMISTRY (CHEMISTRY 20 & 30)                |
| <input type="checkbox"/> | 9880202003021021 | WAITING_PROCESSING | 2020-03-02 10:21:59 | ASSIGNMENT BOOKLET PACK (ADLC) PRINT (CHEMISTRY 20) |
| <input type="checkbox"/> | 9880202003021021 | WAITING_PROCESSING | 2020-03-02 10:21:59 | ASSIGNMENT BOOKLET PACK (ADLC) PRINT (CHEMISTRY 20) |
| <input type="checkbox"/> | 9880202003021021 | WAITING_PROCESSING | 2020-03-02 10:21:59 | ASSIGNMENT BOOKLET PACK (ADLC) PRINT (CHEMISTRY 20) |
| <input type="checkbox"/> | 9880202003021021 | WAITING_PROCESSING | 2020-03-02 10:21:59 | ASSIGNMENT BOOKLET PACK (ADLC) PRINT (CHEMISTRY 20) |
| <input type="checkbox"/> | 9880202003021021 | WAITING_PROCESSING | 2020-03-02 10:22:00 | ASSIGNMENT BOOKLET PACK (ADLC) PRINT (CHEMISTRY 20) |

## Questions?

Give us a call at 1-866-774-5333, ext. 5378 or email [info@adlc.ca](mailto:info@adlc.ca).