



Ordering High School Financial Planning Materials On-Line

If you are an educator and want to teach the HSFPF program:

1. To be able to order HSFPF classroom materials, you will need to register at the hsfpp.nefe.org Web portal.
2. Click on the **"Instructors Log-in"** button in the upper right-hand corner.
3. Click on **"Register."**
4. Complete the registration process and click **"Submit"**.
5. After your registration is processed, you will receive an E-mail notifying you that you can access the Instructor's site and order materials.



Once you've registered and/or have a username and password, you can order HSFPF materials for your classroom:

1. Go to hsfpp.nefe.org and login to the Instructor's Web site.
2. Click on a left-hand menu link called **"Order Materials!"**
3. Complete the ordering process and click the **"Place Order"** button to send your order to NEFE – see additional instructions below.

Note: If you have ordered materials from NEFE in the past, you might have a username and password and don't even know it! We have done this for any teacher who ordered materials on May 7th.

1. Click on the **"Instructors Log-in"** button in the upper right-hand corner.
2. In the left column there is a **"Click here"** link if you need your username and password.
3. Enter your E-mail address.
4. If your E-mail is on file, you will receive an E-mail with your username and password.
5. If your E-mail is not on file, you will be requested to complete additional information so NEFE can verify you.
6. If you didn't receive a username and password because your email that we are using is not on file, please register or use the username and password you've registered; then follow the remainder of the instructions provided.

Ordering Tip #1:

It takes approximately 3 to 4 weeks for HSFPF materials to arrive. If you need materials sooner than the Course Start Date suggested, you'll not be able to use the online ordering form. Contact your UNHCE Sponsor for assistance.

Family Resource Management
308 Pettee Hall, 55 College Road
Durham, NH 03824-3599
(603) 862-0092 ; FAX (603) 862-3271
suzann.knight@unh.edu
extension.unh.edu



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Otherwise, select the items you want NEFE to ship to your school. If ordering an Instructor's Manual, you will want to order a CD also.

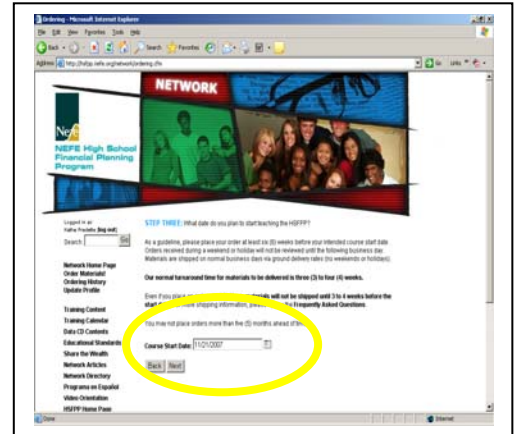
**When ordering student guides, you will need to order certificates of completion separately.

**Information Kits are useful if making a presentation to administration or other decision-makers with regard to using HSFP in your school.

Ordering Tip #2:

NEFE ships HSFP materials 3 to 4 weeks prior to the course start date entered but not earlier than within 3 to 4 weeks of ordering – see suggested course start date for an idea of when your materials will ship.

You control the shipping date by entering a course start date that meets your needs.



Ordering Tip #3:

Your school contact information should already be entered in the database. You find your school by selecting your state then your city from the drop down lists provided. If your school is not on the list, you will need to communicate with NEFE.

You can change your personal contact information by selecting Update Profile on the left.

Ordering Tip #4:

For **Step Five**, please take the time to indicate that you have been assisted by a UNHCE Cooperative Extension Educator by checking YES and entering under Sponsor the name of your County Educator referenced in the email.

Type in the educator/sponsor's last name in the look-up box, click Find Sponsors and then click on the 1 next to your county educator's name, it will automatically appear next to Sponsor 1. ~ Thank You!

Please indicate grade level and class that the materials are being used in and place your order.

You will receive a confirmation page that can be printed. You will be notified by email when your order has shipped.

Thank you for using the NEFE High School Financial Planning Program!