

ICAM Order Process

This video covers an ICAM Digital File order in the ICAM online ordering system

First, enter your secure **User name** and **Password**; agree to the Terms and Conditions, and Login.

Click **My Account** and please update your personal information. Currently you may enter only one address, so for **Address Type** choose **Business** and enter the information for the school that you are most closely or frequently affiliated. **Save**.

Please note that **Current User** displays your name and assigned role for the displayed **School Corporation**. If you serve more than one school corp, choose from the drop-down menu.

From the menu at left, click **Search ICAM**. In most cases, an ISBN Search will be the most productive search. If you have the correct student edition ISBN, that is all you need. Leave all other fields blank.

Enter the ISBN and click Submit.

The **Search Results** page will display the findings. We were looking for this title in a NIMAS file, and you can see that it is available in that digital format. Click **Add to Book bag**.

The **Book Request** will open and you will enter the STN, and the first two letters of the student's last name. Click **Continue**.

The **Attention** field is optional. **Submit** to continue your order.

Click Drop-Down arrow to choose a location. If desired location is not in list, click **Add/Remove** and follow instructions. Click **Submit**.

View your bookbag, and check to see that you have chosen the correct **Student, Title, Media Type** and **ISBN**.

Note your newly available choices. If you would like to continue ordering items for this same student and location, click **Search** and repeat the process.

If you would like to complete your order, click **Check Out**. You will see that the status is **Pending Approval**. If you are a teacher, this concludes your portion of the training. Your registered **DRM** will approve the order and receive the download link.

If you are the **DRM** and you have placed this order, it will be automatically approved and the **Status** will change to Shipped. Then you will receive the download link in your email.

Now I am logged in as a DRM and I need to click **Approve ICAM Order**. I can review that order information, then click the drop down and **Approve/Disapprove** the order. Then Click **Submit**.