

New to the Program

- A. Register at the www.HSFPP.org website for authorization to use the materials.
1. Go to the HSFPP website, www.hsfpp.org.
 2. Click on *Create Free Account* at the top right hand corner.
 3. Follow all of the instructions to complete your registration.
(Remember your email and password.)
- B. **Login to the website anytime you want to access resources (download or place orders).**

Registered HSFPP user, but forgot login information

- A. **Go to the HSFPP website, www.hsfpp.org.**
1. Locate the **Login box** (upper right hand corner on a desktop, upper left hand corner on mobile devices).
 2. Click on a link to retrieve login information and follow the instructions. Your information will be promptly sent to the email you assigned during registration.
- B. **Login to download or place orders for materials.**

Need to order HSFPP materials for classroom instruction (registered users only)

- A. **Login to the HSFPP website, www.hsfpp.org.**
1. Go to the **Get Materials tab** in the upper right of the screen.
 2. Click on the orange **Order** button (left panel on a desktop, select from the dropdown on mobile devices) to order an Instructor Kit/Pack, student guides, certificates, or Information Kits.
 - a. Select items to order (one Instructor Kit for instructor, Student Guides and certificate for each student).
 - b. Follow directions to provide instructor, class, and shipping information.
 - c. Before submitting the order, you will be able to review all of your order information and make any corrections.
 - d. Click **Submit**.
 - e. You will receive an email confirming your order and the items ordered.
 - f. When your items are in transit you will receive a second email with tracking information.

Note: All available instructor and student materials are available to download from the website.

Typical turnaround time for materials to be delivered is ten business days.

All materials are shipped via UPS ground rates and will only be shipped to a street address, not a PO Box.