



## McGraw Hill Education/Saint Xavier Algebra 2 Ordering Process

### **ALGEBRA 2** (for courses 3333, 3335, 3337)

*All orders must be placed by phone and prepaid by credit card. Customer service is open Monday - Friday, 8:00 a.m. to 8:00 p.m. EST. With this high influx of calls, please allocate at least 20 minutes to complete this process.*

1. Call 1-800-338-3987
2. Press 3, *All Others*, at the first prompt
3. Press 1, *To Place an Order*, at the second prompt
4. Press 1, *To Pay for an Order With a Credit or Debit Card*, at the third prompt
5. State your name and provide a phone number when requested
6. Respond to the prompts until you reach an agent
7. When the representative answers, state that you have a student at Saint Xavier High School and that you need to place a subscription order under Saint Xavier High School, account number 279165 (*if the account number is not provided, your student will not be able to access the subscription*)
8. If asked, the Master Code Holder/Organization Administrator of this account is Stephen Smith, [smiths@saintxfac.com](mailto:smiths@saintxfac.com).
9. **Tell the representative to list your student's name on the attention line of the order.** Your subscription will reside on the school account.
10. The representative will establish a personal account for you. You will enter your credit card information through the touchpad on your phone when prompted by the agent.
11. Order details:
  - ISBN: short version = **0078985218**; long version = **9780078985218**
  - Product and Title: **Glencoe 2018 Algebra 2 (1-year student digital license)**
  - Cost: **21.00** and applicable taxes
12. Take note of the confirmation number provided to you

If you have any questions or concerns, please contact Mathematics Department Chair Stephen Smith at [smiths@saintxfac.com](mailto:smiths@saintxfac.com).