



BROOKLYN COLLABORATIVE

A NYC Outward Bound School

ShopDOE Instructions

<https://dfoforms.nycenet.edu/shopdoe/>

1. Search items.
2. Add to cart.
3. CHECKOUT.
4. YOUR INFORMATION...*scroll down*...
5. In **SHIPPING ADDRESS** box type **K448** and *hit SEARCH*.
6. **LOCATION SEARCH:** choose **15K448 BROOKLYN SCHOOL FOR D:15 L:K448**... (5 different options will appear. BE SURE TO CHOOSE the D: 15; L:K448).
7. CONTINUE CHECKOUT and review your order.
8. FINALIZE ORDER REQUEST.
9. PLEASE BE PATIENT screen.
10. YOU'RE DONE screen.
11. Finally, your request should have been sent to me and now you will *DOWNLOAD ORDER REQUEST and put it in my mailbox* so there is also a hard copy should the system fail to send it to me.

In this picture, you would choose the first D: 15; L: K448:

15K448 BROOKLYN SCHOOL F...
610 HENRY STREET
BROOKLYN, NY 11231
D: 15, L: K448

EVS @ K448 BROOKLYN S. FOR...
610 HENRY STREET
BROOKLYN, NY 11231
L: E753

15K448 SEONDRARY SCHOOL F...
610 HENRY STREET
BROOKLYN, NY 11231
L: 96XX

BROOKLYN SECONDARY SCHO...
610 HENRY STREET
BROOKLYN, NY 11231
L: 60XX