

## GUIDE 2

# HOW TO PURCHASE

## THE SCHOOL PASS

To access all Primary or Post-Primary content on IFI@Schools, you need to purchase a School Pass. Each School Pass includes 10 individual Teacher Passes that you then Redeem and Transfer

### TO PURCHASE, YOU WILL NEED

- A credit card for the main school account
- An email for the main school account
- Someone to manage the school account, sign up and purchase the School Pass, and redeem and transfer the Teacher Passes

### STEP 1

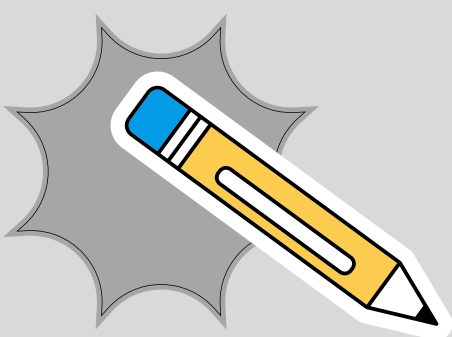
Visit [www.ifischools.ie](http://www.ifischools.ie) and click 'Purchase'

### STEP 2

Choose the relevant pass for your school:  
Primary/Post-Primary

### STEP 3

Enter the email address you want to use for the main school account - ideally the main administrative email account for your school. Then, click 'Continue'.



### STEP 4

Enter your name and create a password to set up the main account.

### STEP 5

After you complete payment, a popup window will ask you to add your school name, address and contact information for the School Pass. This will help you keep track of it later.

### STEP 6

A pop-up window will appear confirming your order and allowing you to order up to 10 Teacher Passes. You don't need to order the passes straight away, as you will also receive this link in a confirmation email.

### MORE GUIDES



See Guide 3: How to Redeem and Transfer the Teacher Passes.  
See [ifischools.ie/how-it-works](http://ifischools.ie/how-it-works) for more guides