

How to Login to the WVMLC Online Store



1. Go to WVMLC Website: mlc.wvsd208.org
2. Click on the blue “Online Store” circle
3. Login using your PARENT SKYWARD login
 - a. You are now on the Family Page; you will see a box for each child enrolled in a WVSD school as well as a box with your name on it.
 - b. If , for some reason, you do NOT see your child’s name and you are asked to enter a username and password, you will need to enter the seven digit student ID number as the username, and the student’s last name, all in capital letters, as the password. Please, do NOT create a new guest account!

Example	
Username: 1234567	Password: WEASELTOWN

4. Click on the box of the student you wish to purchase an item for.
 - a. If you have multiple students, you may need to purchase the items for each student, separately.
5. Click on “Items at Student’s School”

YOU ARE NOW IN THE MID-LEVEL CAMPUS ONLINE STORE

To purchase items:

1. Click on one of the categories (Athletics, Yearbook, AMPed, etc)
2. Choose an item by clicking “buy” next to the item you want to purchase
 - a. Navigate back and forth between categories and fill your cart with any other items you want to purchase.
 - b. If you wish to purchase items for multiple children, click on “Your Family” in the top left to navigate back to the Family Page.
3. When you are ready to check out, click “Checkout” in the upper right corner
4. Click the Blue “Checkout” box in the bottom right corner
 - a. If your items require additional information, the button will say, “Checkout Step 1: Additional Info.” Fill in your information on the next page and click “Checkout Step 2: Payment.”
 - b. The next page will give a list of all of the items you are purchasing for each child. Please review this carefully before making your payment.
 - c. Fill in your credit card information and click “Pay Now”
5. Click on “Complete” to view or print your receipt
6. Use the icons at the top to save your receipt as a PDF, email it to yourself or print it for your records.
 - a. We highly recommend printing all receipts especially for apparel and other tangible items. You can also take a screenshot of the receipt and keep the picture until the items have been delivered or the event has passed.