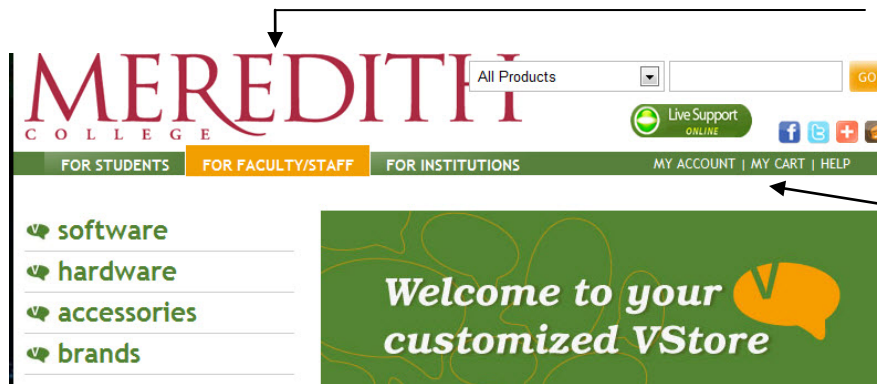


## Faculty/Staff - Create a VarsityBuys Account.

To start the process: select the Varsity Buy link from Meredith Enews/Tech Services /Campus Software (bottom of page) or go directly to Varsity Buys web site <http://www.varsitybuys.com/meredith-college>

1.



A - Make sure **For Faculty/Staff** is highlighted.

B - Select My Account

2.



Select - Register Here

3.

### Register

Username  
  
Must be alphanumeric and at least 6 characters

First Name

Last Name

Password  
  
At least 6 characters, with symbols recommended

Confirm password

Email

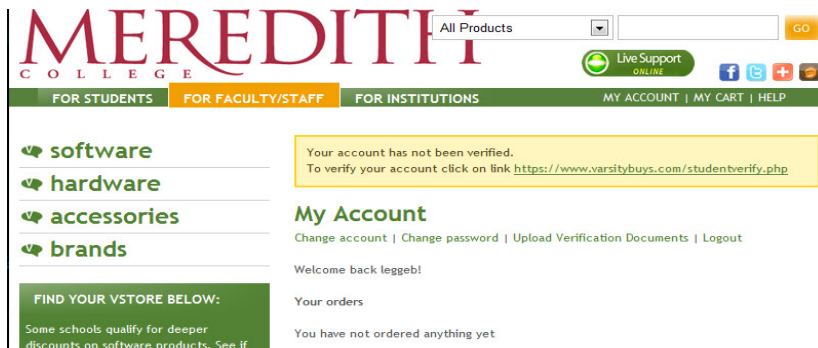
**\*\*\* Make sure you use your Meredith Email address to process this form. \*\*\***

Complete the information and press Submit to setup you account.

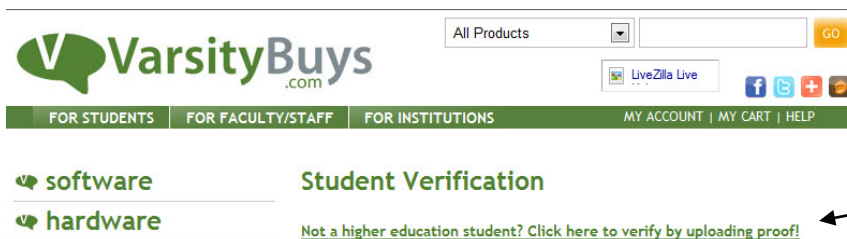
When your account has been created you will receive an email from VarsityBuys.com

# Verification and shopping with VarsityBuys

When your account has been created you will receive an email from VarsityBuys. At this point you will need to log in and verify your status. You will need to download, to your computer, proof of employment. A scanned copy of your ID would be the ideal. You can use a scanner or perhaps your phone to get your ID into a pdf or jpg format. Remember where you saved it on your computer for later. When VarsityBuys confirms verification you are ready to shop..... If you need help with this contact Bill Legge at 8044.



After login using My Account, click on the link verify.



Select – Not a higher education student?

Upload new document.

Note: DO NOT upload sensitive materials such as Social Security cards or birth certificates. Your proof only needs to show School name, your name and a date. Please black out any other information.

(\*.PDF, \*.RTF, \*.DOC, \*.Tiff, \*.JPEG )  
file size should be less than 64MB

Scroll to the bottom of the page. Select Browse to find your stored you ID file. Press Upload



Remember... If you need help, during normal business hours, press the LiveSupport button at the top of the web page to get help from a VarsityBuys employee.