Crescent City Christian School

2025 Device Purchase Program
Powered by CDW

Dear Parents and Guardians,

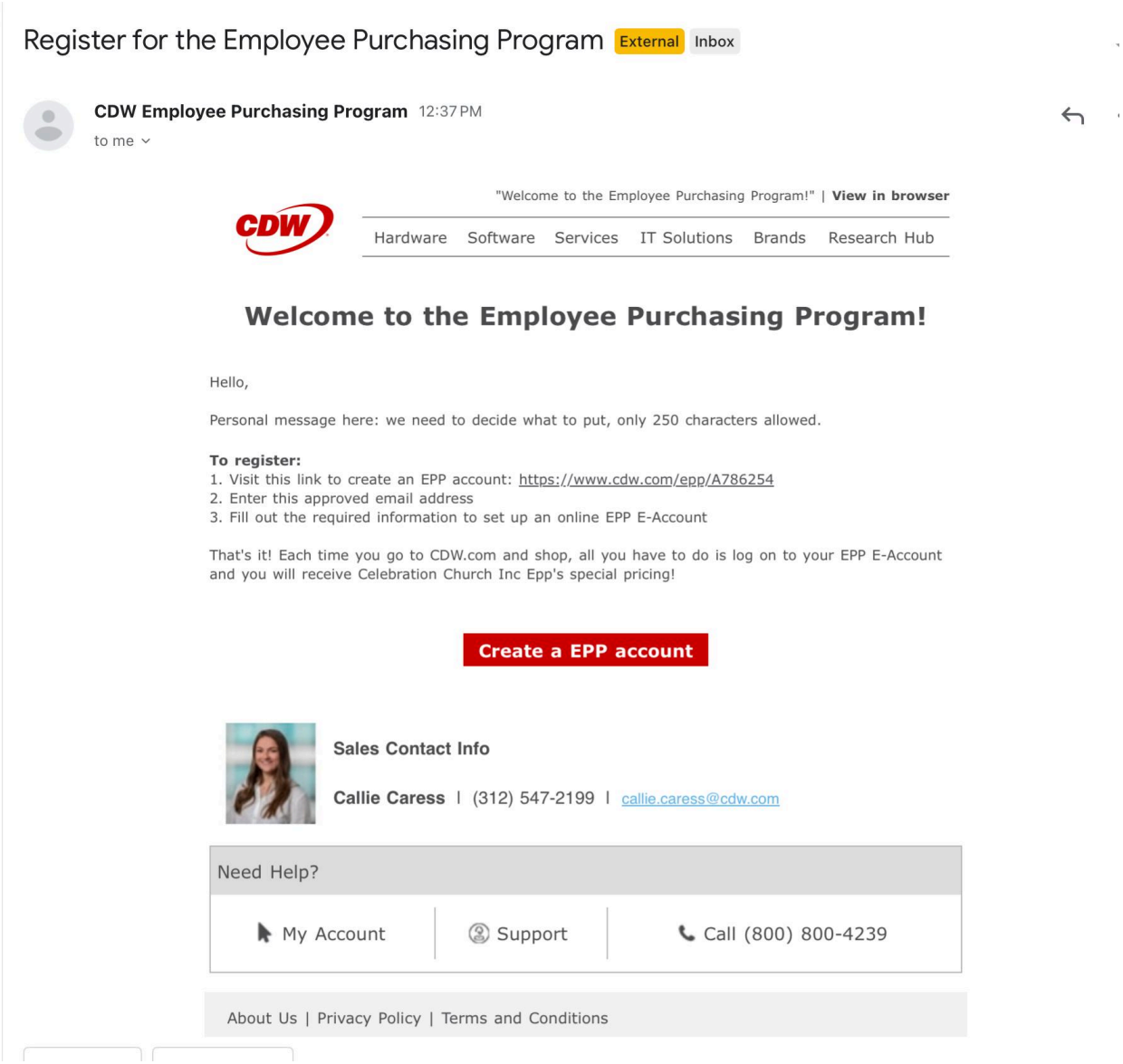
Crescent City Christian School has partnered with **CDW** to provide reliable, pre-configured devices for students for the 2025 school year. Please follow the steps below to access the **CDW Employee Purchasing Portal** and complete your purchase.

> ⚠️ **Important:** Do **not** contact Callie Caress or any CDW representative directly. For all questions, please contact **Crescent City Christian School** at **504-885-4700** or email **pioneers@ccchristian.net**.

📧 Before You Begin

You should have already received an email from **CDW** (from `epp@cdwmail.com`) with the subject line:
“Register for the Employee Purchasing Program”

It looks similar to this:

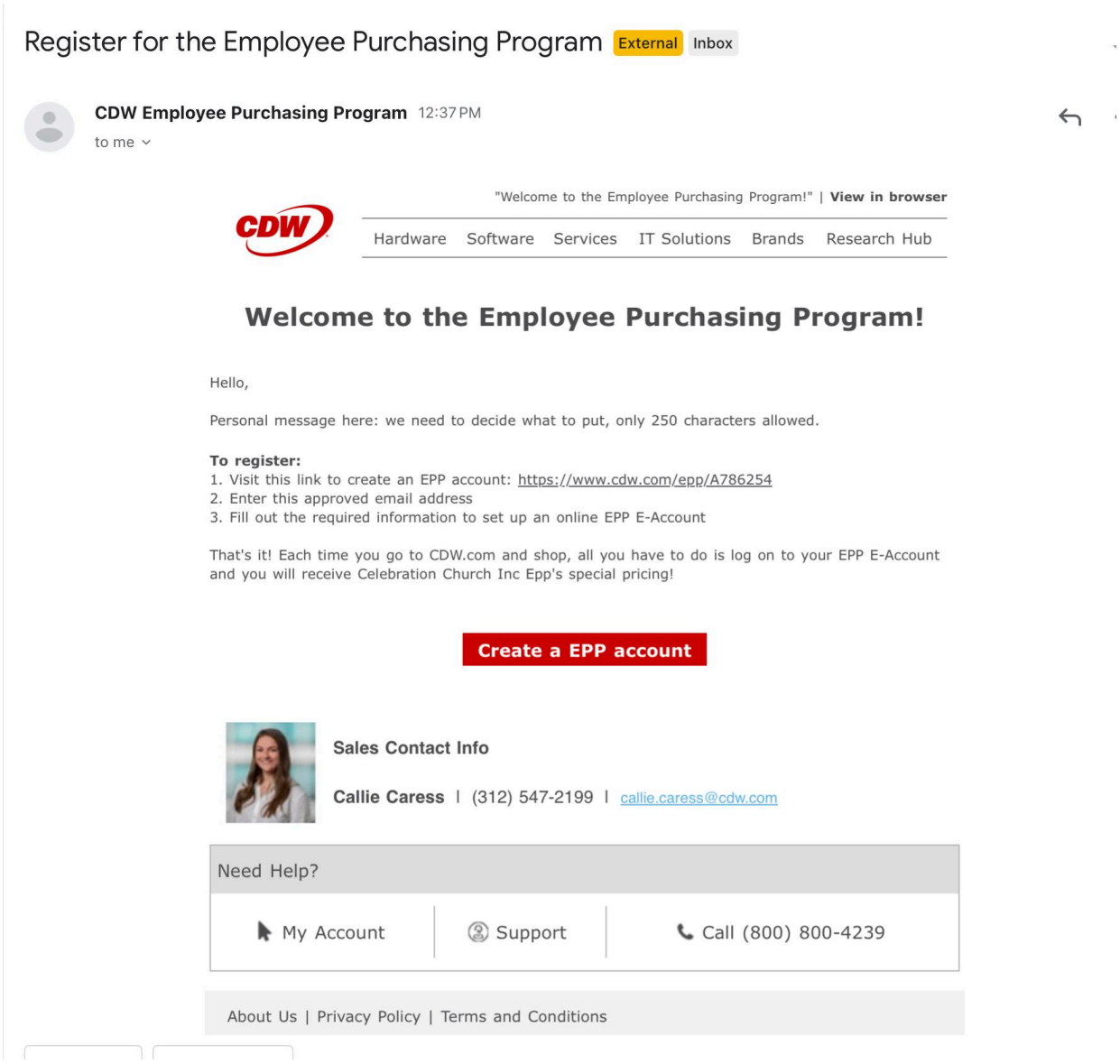


If you **did not** receive this email, please contact the school office at **504-885-4700** or email **pioneers@ccchristian.net** before continuing.

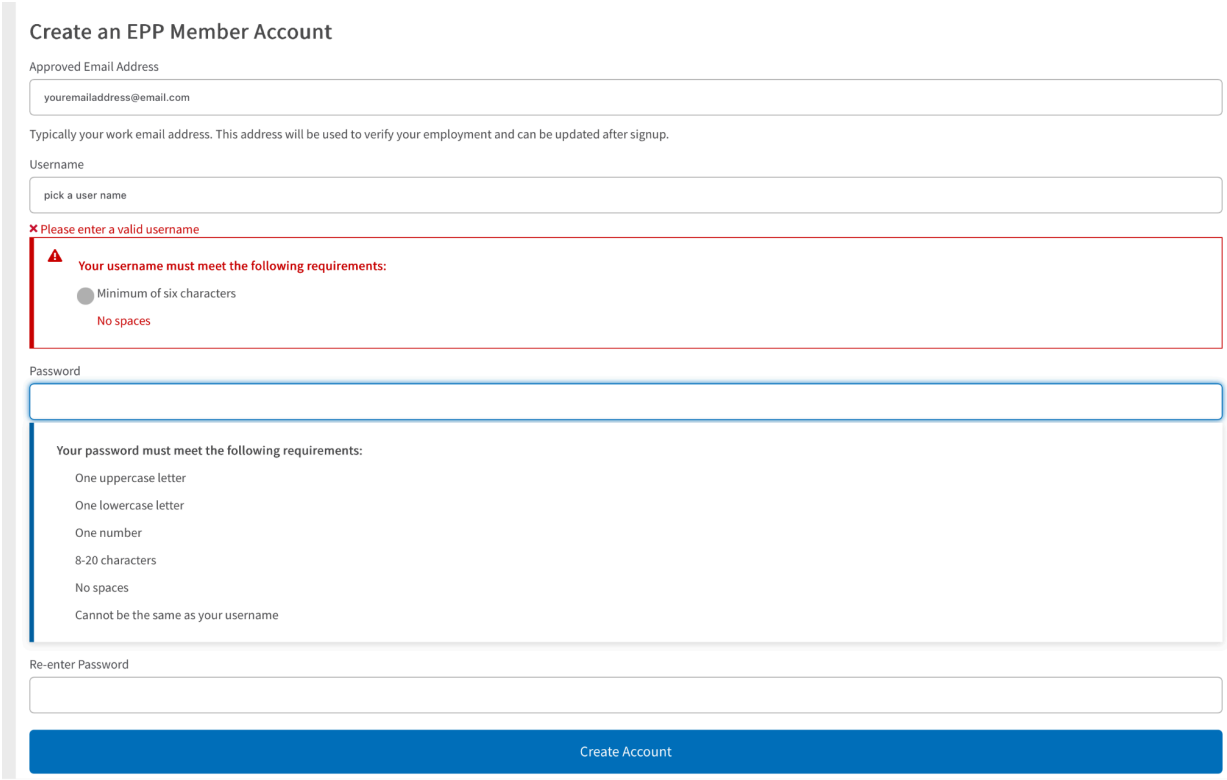
Device Ordering Instructions

Step 1: Open the Registration Email

Click the **"Create an EPP Account"** link in the email from epp@cdwmail.com.

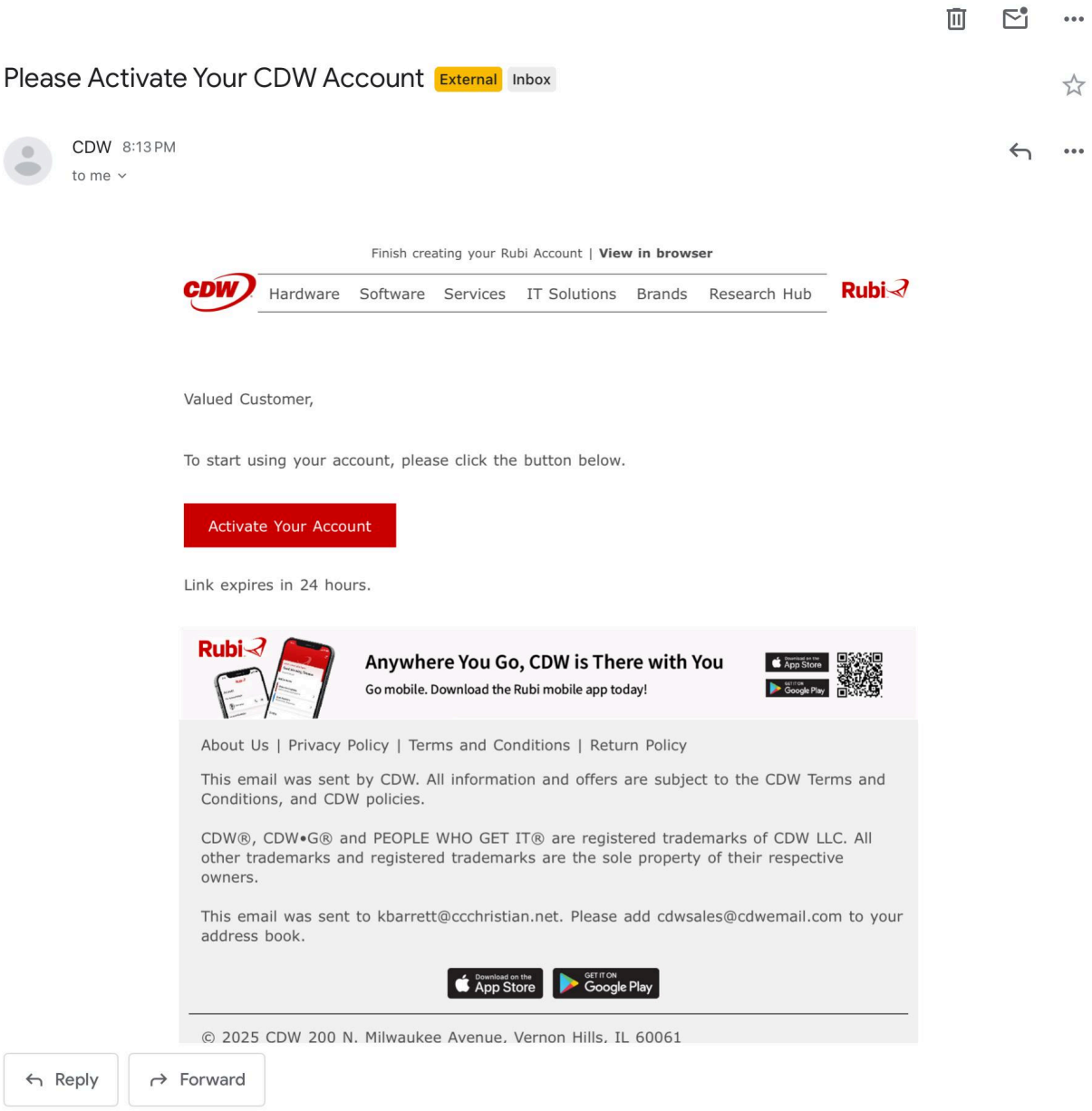


Step 2: Create Your Account
Fill in your email, username, and password. Then click **"Create Account." You must use the same email address that you used to access the CDW Purchase Portal invitation referenced in Step 1.** You will then receive another email asking you to **activate your account**.

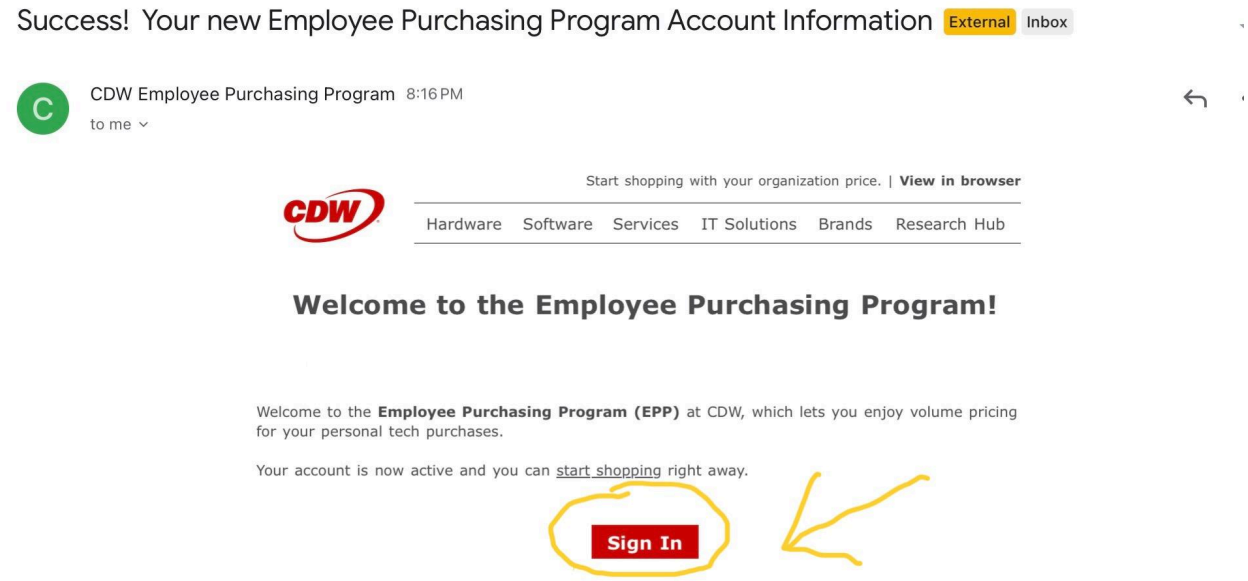


Step 3: Activate Your Account

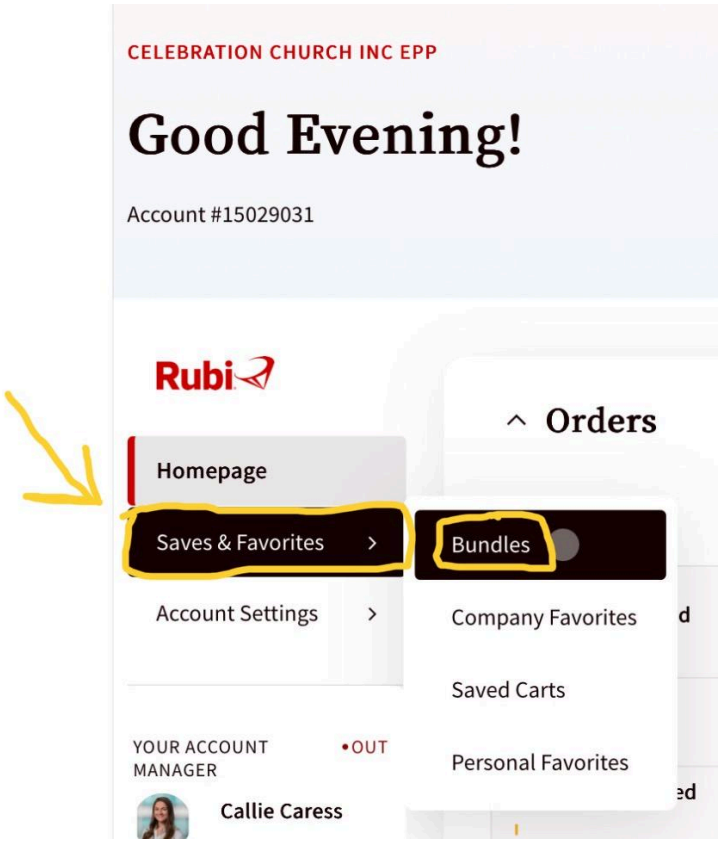
Check your inbox for an email from `cdwsales@cdwemail.com` with the subject:
“Please Activate your CDW Account”
Click the **“Activate”** link in the message.



Step 4: Log In to the CDW Purchase Portal
Go to: https://www.cdw.com/accountCenter/LogOn
Or, use the **"Sign In"** link in the email titled:
"Success! Your new Employee Purchasing Program Account Information."



Step 5: Access the Bundles Page
After logging in, go to **"Saves and Favorites"** → then click **"Bundles."**

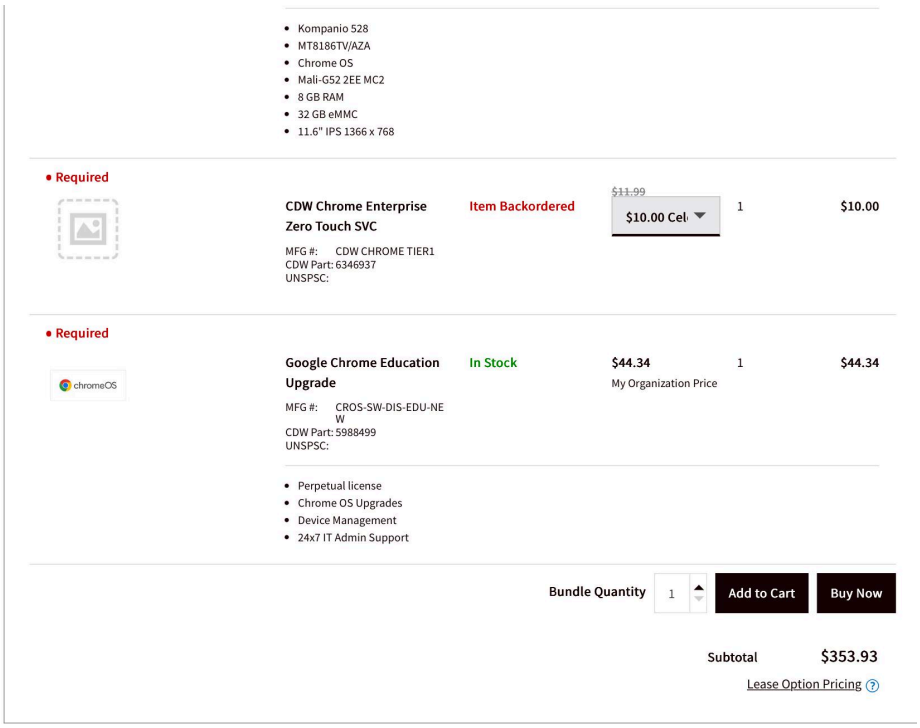


Step 6: Choose a Bundle
Select the package that best fits your student's needs based on **warranty coverage** and **budget**:

- **Bundle 1:** 3-Year Warranty - Estimated cost of $378 before Tax and Shipping.
- **Bundle 2:** 2-Year Warranty - Estimated cost of $354 before Tax and Shipping
- **Bundle 3:** No Warranty - Estimated cost of $343 before Tax and Shipping

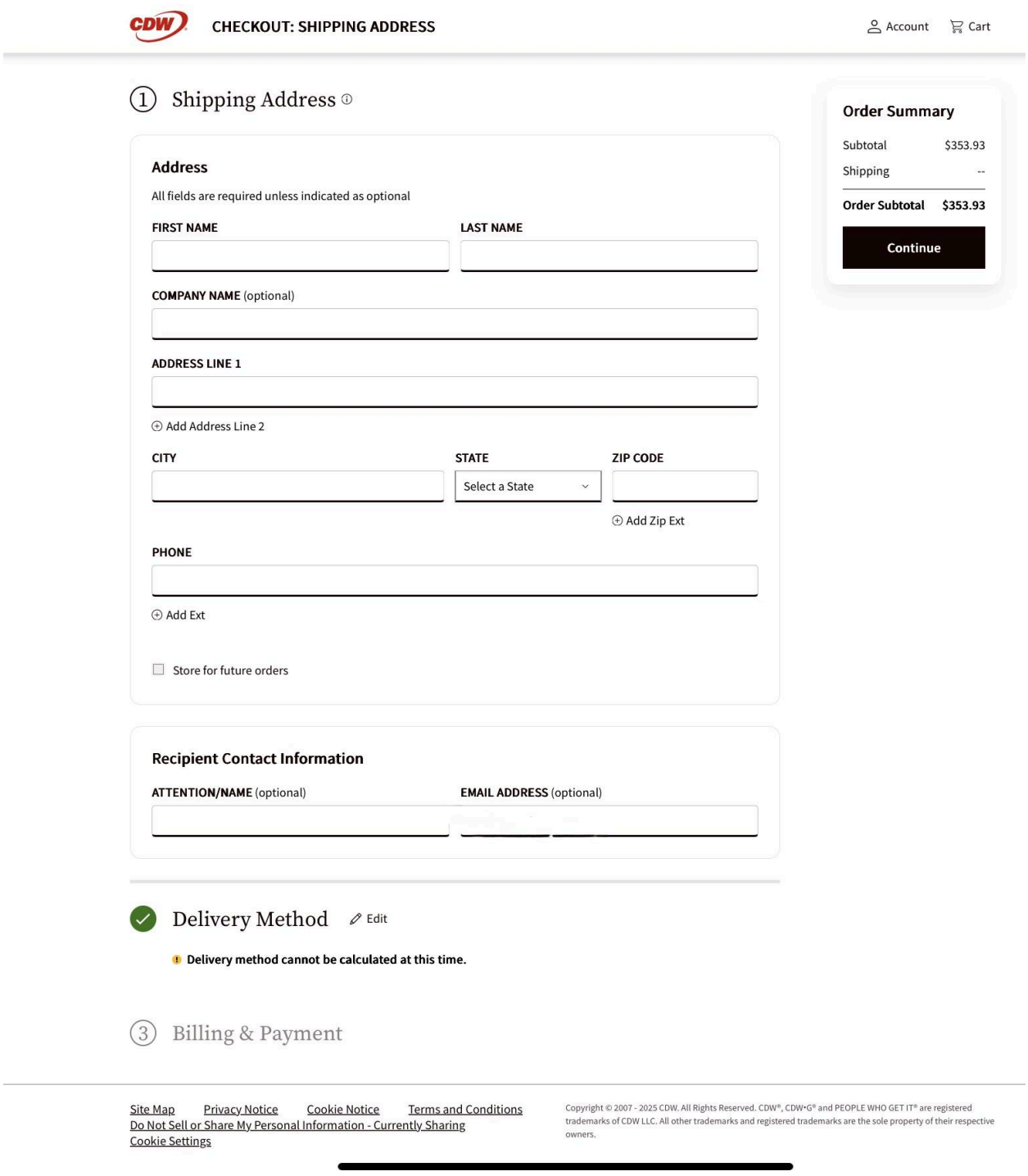
📞 **For questions, contact the school — not CDW.**
Call **504-885-4700** with any inquiries.

Step 7: Click "Buy Now"
Select your desired bundle and click **"Buy Now."**



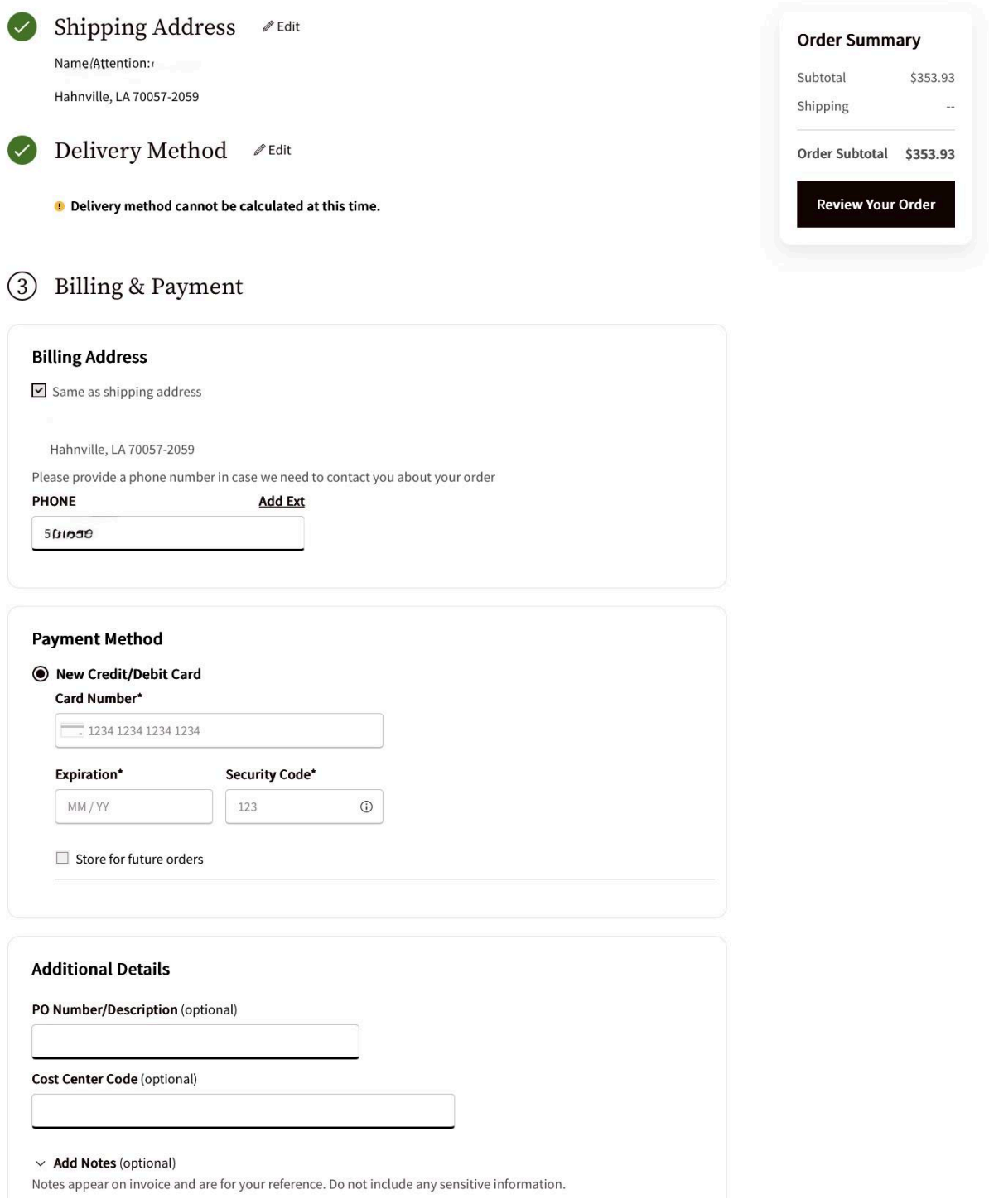
Step 8: Enter Shipping Information

Enter **your name, email address**, and shipping address. Then click **“Continue.”**



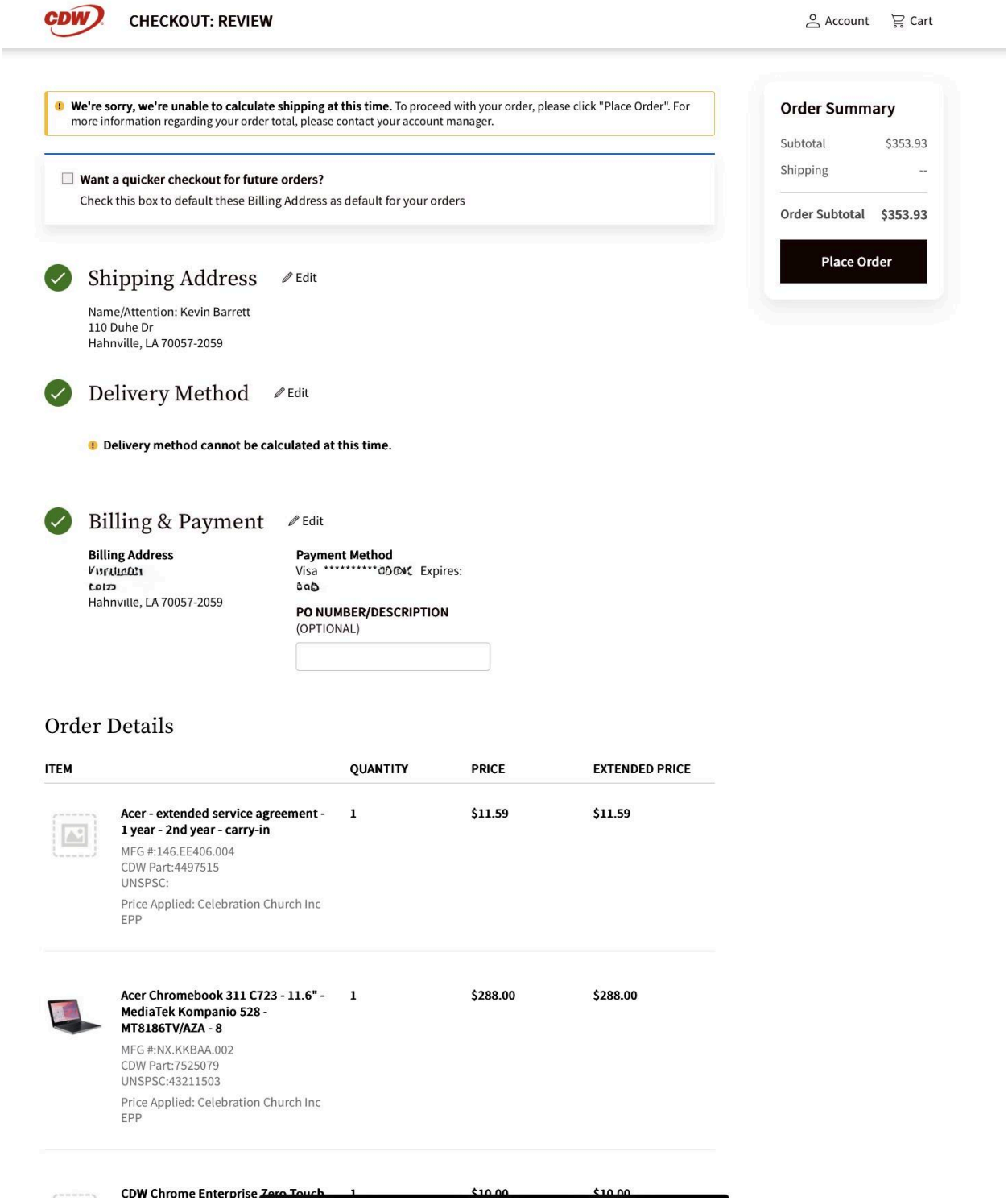
Step 9: Enter Billing Information

Fill out the billing address and payment method, then click **"Review Your Order."** *Note*: **shipping cost is subject to change based on delivery address.**



Step 10: Place Your Order

Click **“Place Order.”** You will receive a confirmation email from CDW. Shipping updates will be sent via email and posted in the Employee Purchase Portal.



📞 Need Help?

Please **do not contact CDW or Callie Caress.**
All questions should be directed to **Crescent City Christian School** at:
📞 **504-885-4700**
📧 **pioneers@ccchristian.net**