

# CHECKING-IN YOUR RENTAL BOOK ONLINE

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Visit <http://www.theproutschool.bkstr.com>

1. Click on “My Account,” login and then on “View Your Order History”.
2. Click on the order number for your currently rented book(s).
3. Click on “Rental Status” and then select the book(s) to be checked in. Once entered click “Process Order”.
4. Confirm your Return Address and click “Continue”.
5. Next, click on “Create a Shipping Label and Packing Slip” for your FedEx label that provides free shipping.
6. Print your label and packing list. Include the packing list with your books in a box and affix the FedEx label on the outside. Keep a copy of your packing list for your records!
7. Take your package to any FedEx location that ships FedEx Ground. Note: If using a FedEx drop box, the box must say “FedEx Ground”. Boxes labeled FedEx Express will not be shipped. Visit [www.fedex.com/locate](http://www.fedex.com/locate) to find the FedEx location nearest you.

Note: Your books must be picked up by FedEx prior to the return date listed on your receipt. Need assistance? Call Follett Customer Service at 888-FVC-3383