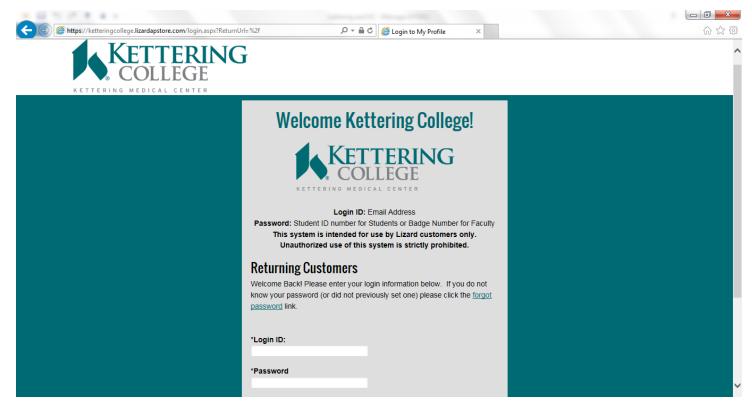
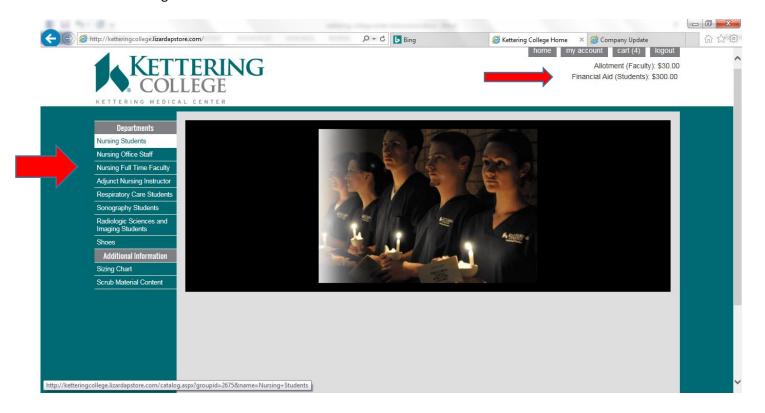
UNIFORM ORDERING INSTRUCTIONS

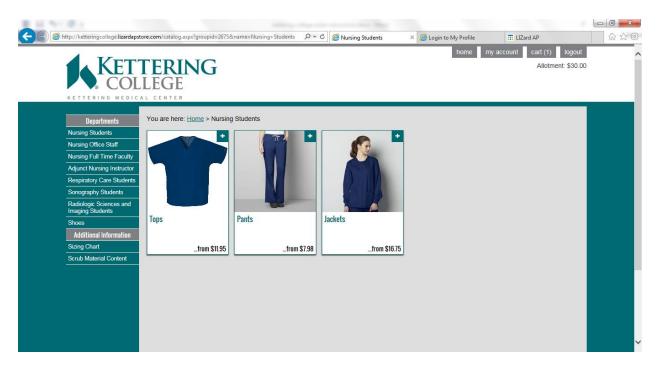


- 1. Log in to kcollegeuniforms.com
- 2. Enter your log in and password (Log in is your email (xxxxx@my.kc.edu) and password is your 5 digit student ID number

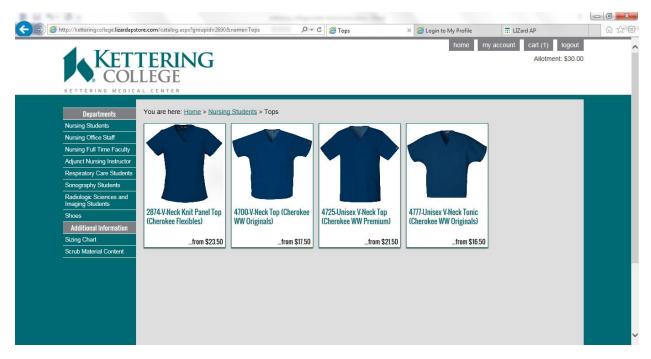


3. Click under the correct Department Tab: Nursing Student, Nursing Faculty, Sonography Student, etc

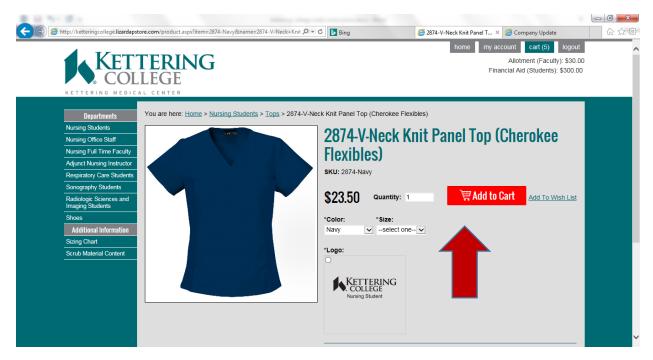
4. NOTE: When you log in, you will see financial aid \$\$ and/or allotment in the top right hand corner if applicable



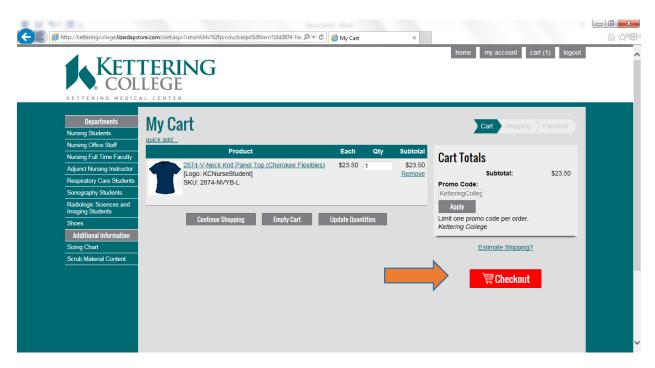
5. After clicking on your specific department, click on tops, pants, or jackets. Should you need shoes, it is a separate category under departments for all to choose from.



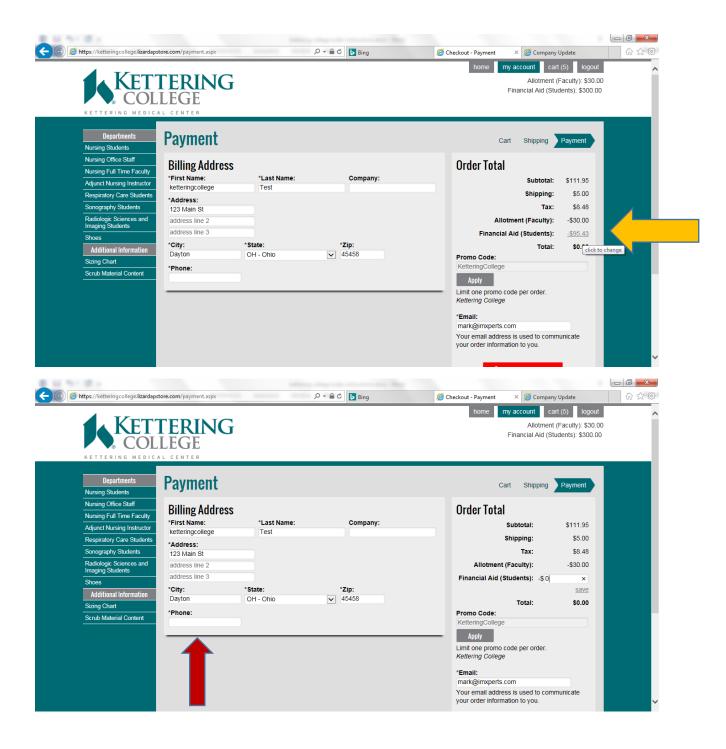
6. Choose top that you want to purchase



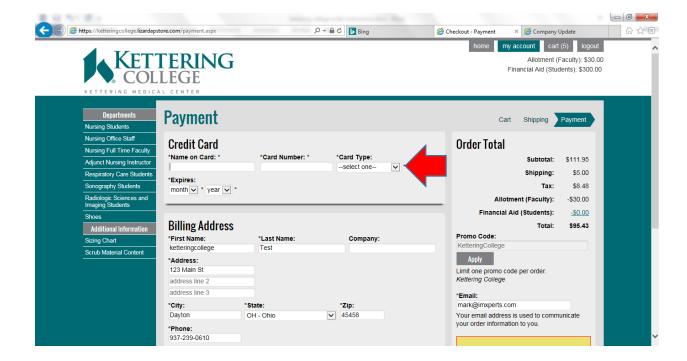
7. Choose quantity, size and click on the logo...Then click on "Add to cart" Or you can click on "add to wish list" if you want to remember the style for purchase at a later time.



8. Once you have completed ordering, click on "Checkout"



9. At the Order total screen on the right, if you have Financial Aid dollars available, it will automatically show all of the total coming out of that amount. If you do not want it all coming out of Financial aid, then click on the dollar amount next to the words Financial Aid (students) and then change to the amount you would like it to be and click "save". Whatever amount is left over is payable by Credit card. Enter your phone number (required - It will then bring you to the credit card screen) See below.



- 10. Enter the credit card information. Click on "Place Order"
- 11. You will then receive an email confirmation reviewing your order.

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