



## **ORDER ALL ITEMS ONLINE THROUGH OUR DEER CREEK IN-TOUCH SYSTEM!**

### **First Time Users: To order online, follow this link and read these directions:**

- Go to: <https://ok-deercreek.intouchrecepting.com> and select "click here to set your password"
- Enter your Email Address associated with your student's Infinite Campus Parent Portal and Click "Search"
- You should receive the following prompt: "Check your email inbox for additional instructions"
- Click the link in the email and follow the instructions to change your password for the initial log in to InTouch.
- Enter Username: (your email) and New Password: (new password)
- After you update your password, log back into <https://ok-deercreek.intouchrecepting.com>
- Enter Username: (your email) & Password: (your updated password) and Click: "Sign In"

### **Once logged into the InTouch Payment Portal:**

- You will be prompted: "Who are you shopping for?" (You will be able to shop for all of your students and checkout once at the end.)
- **For current 7th graders**, simply click on your DCMS student to begin searching for items to add to your cart.
- To see items available click on "Items at Student's School" and find the category for what you are shopping for and select items for your cart
- **For current 6th graders**, click on "Items at All Schools" and then click "Deer Creek Middle School"
- To see items available, click the category for what you are shopping for and select items for your cart
- When you are ready to purchase the items in your cart, click "CHECKOUT" and follow the directions.

**All items that are pre-ordered during the spring/summer of 2023 will be distributed to DCMS students in August.**

**Need Help?** Contact DCMS Finance Secretary Tiffany Young [tiffanyyoung@dcso.org](mailto:tiffanyyoung@dcso.org)