



MUSIC & ARTS WEBSITE ACCESS AND USE PROCEDURES



The following outlines the process and procedures for a Howard County Music Educator to access and use the Music & Arts website for placing orders for supplies, music, equipment and other appropriate classroom items.

- Requesting staff must currently be assigned a budget-appropriate purchasing card and be in good standing (no outstanding transactions or past due logs).
- Staff may access the Delegation of Authority request from the Purchasing Office webpage, complete fully and forward the document to the Purchasing Office – the Purchasing Office reviews and evaluates the Delegation of Authority request.
- If approved, the name of the staff person will be forwarded to Music & Arts as approved to access the Music & Arts website.
- Music & Arts will contact the staff person and establish a login ID and password – see below.
- Music & Arts will maintain the staff access and provide a listing to the Purchasing Office and/or Music Instructional Facilitator upon request.
- Music & Arts will promptly (within 24 hours) remove web access to any HCPSS staff as directed by the Purchasing Office and/or Music Instructional Facilitator.

Hello,

As you have heard by now, Music & Arts has received approval from the Howard County Board of Education to allow all Howard County music teachers to purchase items on our website – www.musicarts.com.

To start, please go to the website and click on the upper right corner where it says 'Educator Login.' Enter your Howard County School email address and your password. If you don't have a password, just click 'Forgot your password?' to create your own.

Once you have done this, all items in the site come up with YOUR EDUCATOR PRICE already displayed. No need to check on the price, it's there!! Just like any quality online site, you can shop by category, brands, etc. Plus, there are 'On Sale' items and other special offers.

Once you have selected your item(s), continue to check out. There, your school address will come up. Please verify and make sure it's the correct address. Next, you'll choose your appropriate Purchasing Card (PCard). PLEASE NOTE – you do NOT have permission to use the school accounts under 'bill my account.'

Once you have successfully logged in for the first time, expect to receive a congratulations email.

Thanks for using the Music & Arts website for your supplies and let us know if you have any questions or concerns.

Music & Arts Center