Ordering from the Apple Online Education Store has recently changed.

Until the Apple punch-out catalog is fully functional on Deacon Depot, please use these instructions for all your Apple purchases using Wake Forest funds:

- Go to the new Apple Education portal
- On the right hand side of the page, under buying for your institution, click on FIND YOUR SCHOOL
- Enter WAKE FOREST UNIVERSITY and NORTH CAROLINA
- Click SEARCH
- To the right of the first Wake Forest University listing, choose BROWSE ANONYMOUSLY. Do NOT choose Wake Forest School of Law or the School of Medicine account
- Build your cart; click CREATE SAVED CART
- On the next screen, enter your:
  - name
  - phone number
  - email
  - comments: provide shipping location; budget codes to charge; name of person who has spending authority to approve the purchase
- Send the cart to:
  - procure@wfu.edu
  - the approver of the purchase (if someone other than yourself)
- Have the approver forward the email to procure@wfu.edu with "approved" in the subject line

Procurement Services will place your order on the educational site. If you need quotes for customized products not found on the website, please contact Procurement Services.

This is a temporary procedure until Apple becomes a Deacon Depot punch-out supplier and your department moves to Deacon Depot.

We recommend purchasing AppleCare Protection plans; however, these plans do not cover accidental damage. For accidental damage coverage, visit safeware.com.