



# BROOKLYN COLLABORATIVE

A NYC Outward Bound School


## ShopDOE Instructions


<https://dfoforms.nycenet.edu/shopdoe/>


1. Search for the type of item you want on the home page.
2. **ADD TO CART.**
3. **CHECKOUT.**
4. **YOUR INFORMATION**, under **SHIPPING ADDRESS** add **Location: K448** and hit **SEARCH.**
5. **Be sure to choose 15K448 BROOKLYN SCHOOL FOR...it will say D:15 L:K448** as shown in picture (do not choose EVS@ or Brooklyn Secondary School...)
6. **CONTINUE CHECKOUT** and review your order.
7. **FINALIZE ORDER REQUEST.**
8. **Please be patient** message...then **You're Done** screen.
9. Finally, **DOWNLOAD ORDER REQUEST** and save your order as a **PDF** to print and put in my mailbox. This is not done to be redundant or add work but to ensure I get the order should the system fail, which has happened.

K448

---

 EVS @ K448 BROOKLYN S. FOR COLL...  
Location E753  
610 HENRY STREET  
BROOKLYN, NY 11231  
[Select](#)

 15K448 BROOKLYN SCHOOL FOR  
District 15 Location K448  
610 HENRY STREET  
BROOKLYN, NY 11231  
[Select](#)

 BROOKLYN SECONDARY SCHOOL (K...  
Location 60XX  
610 HENRY STREET  
BROOKLYN, NY 11231  
[Select](#)