

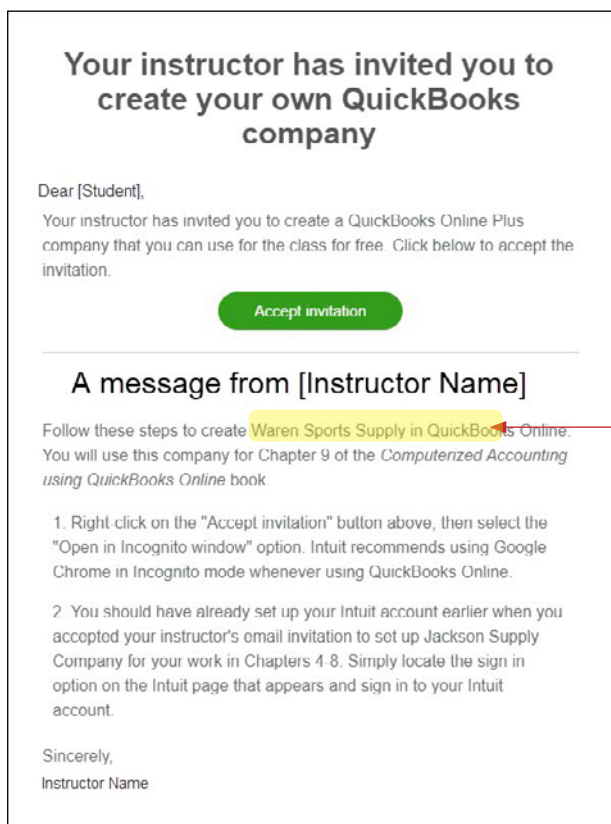
Setting up Waren Sports Supply

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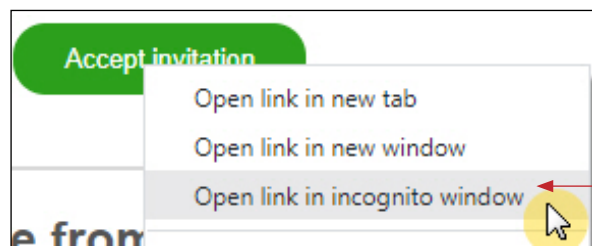
Accept Your Professor's Email Invitation for Waren Sports Supply

After your instructor creates a course and uploads the class list to the Intuit Educator Portal, he or she will send you an email through the portal to set up Waren Sports Supply. The email will come from Intuit Education.

- ▶ Look for the email from Intuit Education with the subject: *Your instructor has invited you to create your own QuickBooks company.*
- ▶ Open the email invitation. You should see the following:



Note the name of the shell company in the invitation. This should be **Waren Sports Supply**. If it is not, return to your email inbox and open the **Waren Sports Supply** email invitation.

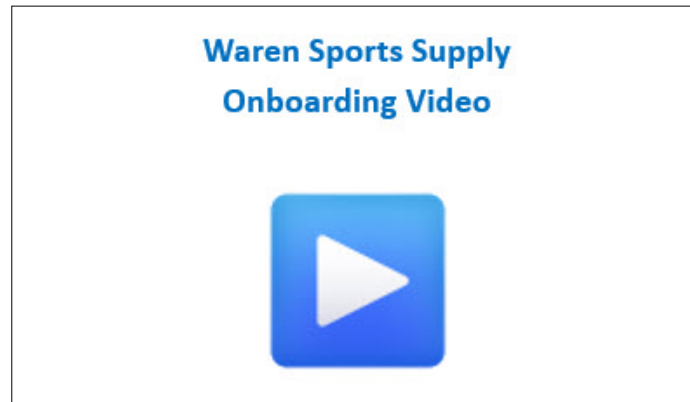


After noting the name of the shell company, right-click "Accept Invitation" and select "Open link in incognito window" (Intuit recommends using Google Chrome in Incognito Mode)

Set up Waren Sports Supply in QuickBooks Online

Because you already set up an Intuit account when you accepted your instructor's Jackson Supply Company email invitation, you only need to sign in to your Intuit account to start setting up Waren Sports Supply. The video below will guide you through setting up Waren Sports Supply in *QuickBooks Online*.

Waren Sport Supply Company Set Up
[\(Click image to open the video\)](#)



Note: You can only reach the Intuit QBO sign in page via the "Accept Invitation" email link one time per company. After that, you need to go directly to the Intuit sign in page. Use the same Google Chrome Incognito bookmark you created in Chapter 4 to sign in to Intuit when completing your work for Waren Sports Supply. If you have not set up this bookmark previously, the instructions are repeated here for your convenience.

After opening a Google Chrome Incognito window, right-click on the hyperlink below and copy/paste it to the Incognito window. Create a bookmark that you can then use when you need to access Waren Sports Supply.

[Intuit Sign-in Page: Right-click and copy/paste into Incognito window](#)

Return to the Chapter to Complete Steps 2 and 3 in the Introduction Section

You have now completed the onboarding steps for Waren Sports Supply. Return to the note box in the Introduction section of the chapter and complete Steps 2 and 3. Step 2 guides you through obtaining the company data files. Step 3 guides you through the remaining setup procedures for Waren Sports Supply. **Do not start Chapter 9 requirements until you have completed these two remaining steps.**