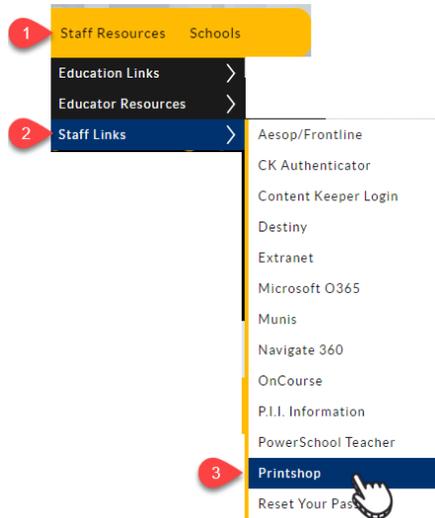


Accessing & Ordering From The LPPS Printshop

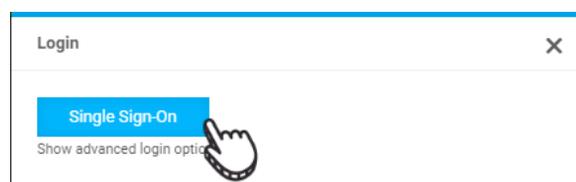
1. To access the Printshop go to www.lpsb.org. Click on Staff Resources >> Staff Links >> Printshop



2. When you get to the Printshop page, click on LOGIN in the upper right-hand corner.



3. Select Single Sign-On



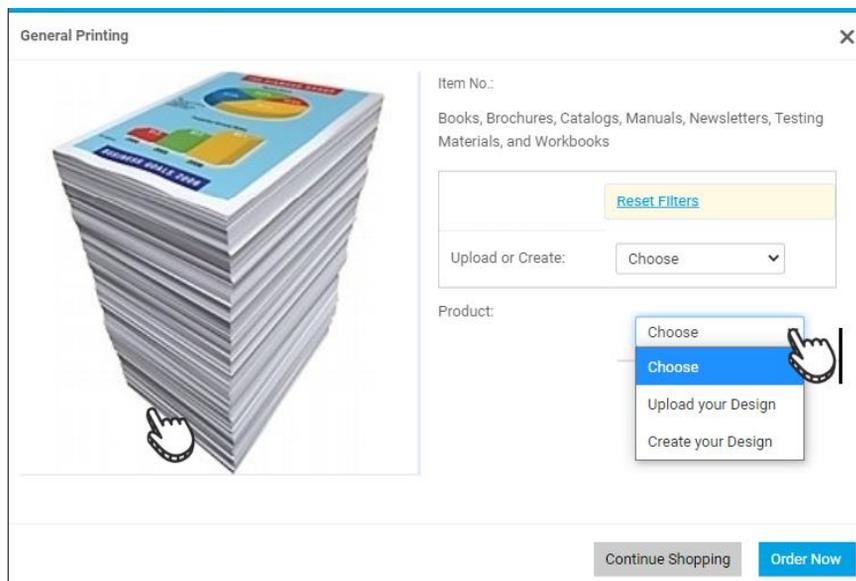
4. Enter your computer login credentials.

LPSB-ADFS

Sign in with your organizational account

Sign in

5. From the menu, select the product you wish to order. You will be taken to the order portal. You will chose whether you are going to create your design within the program or upload your own document or image.



6. In the ordering portal on the left-hand side, you have a menu.
 - I. Files = Add Files-Where you will upload anything you have created that you want made.
 - II. Job Name = Name your job
 - III. Quantity = How many you want created
 - IV. Pages = How many pages are in your product
 - V. Print Options = Sizes, materials, and specific features of your print job
 - VI. Finishing Options = other special features available for your job
 - VII. Special Instructions = It is always good to detail what you are envisioning in your product. That way those that are creating your product can understand the end goal.

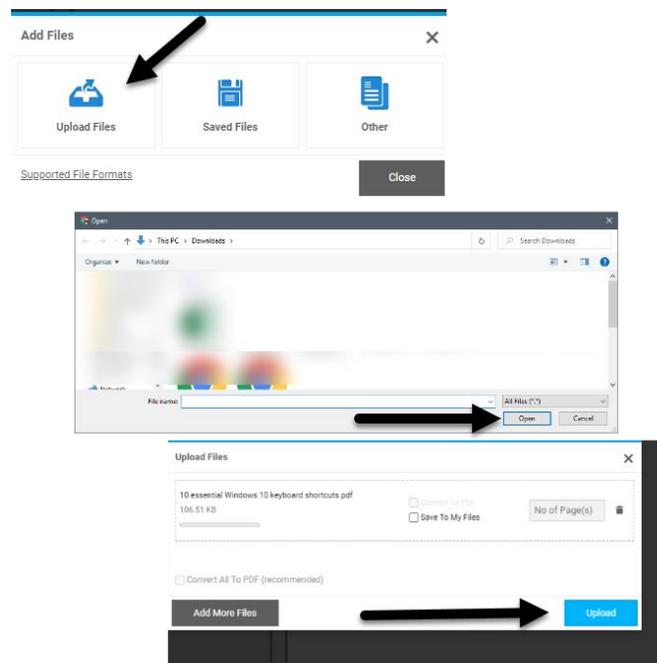
Depending on your chosen product, your menu will have different options.

The screenshot displays a web interface for a print ordering portal. At the top, there is a 'Files' section with an 'Add Files' button. Below this, there are input fields for 'Job Name', 'Quantity' (set to 1), and 'Pages' (set to 1). The 'Print Options' section is expanded, showing a list of options with radio buttons and expandable arrows. The options include: Media (Letter White Text), Print In Color/Sides (with a sub-option 'Print In Black and White:Single ...'), Collate or Group (with a sub-option 'Collate into Sets'), Orientation (set to Portrait), Front Cover (set to No Front Cover), Back Cover (set to No Back Cover), Tabs (set to No Tabs), Front Cover & Back Cov... (set to No Lamination on Covers), Lamination (set to No Lamination), and Finishing Options. The Finishing Options section includes: Binding (set to No Binding), Cutting (set to No Cutting), Drill (set to No Drill), Fold (set to No Folding), Staple (set to No Stapling), Shrink Wrap (set to No Shrink Wrap), Glued Pads (set to No Padding), Special Pages, and Special Instructions.

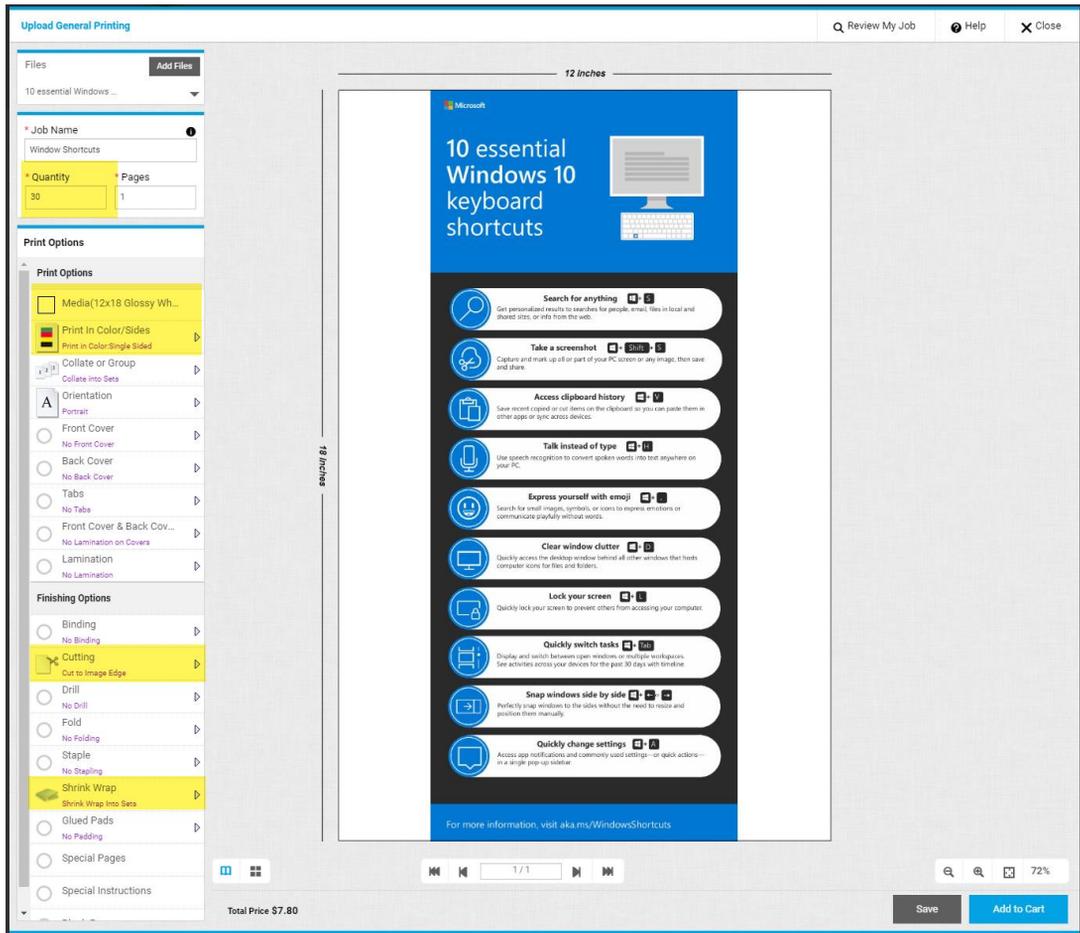
7. If you are uploading your own design: Click on Add Files to upload your design.



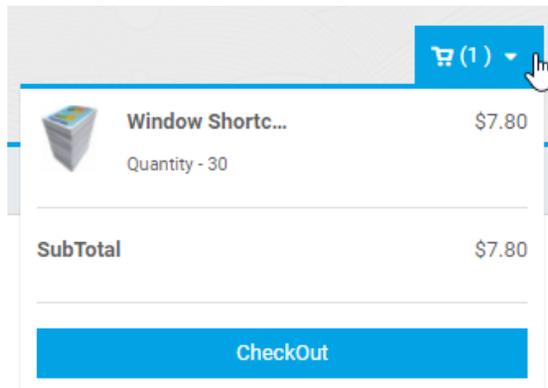
8. If you are uploading your own design: Click on Add Files to upload your design. Select your file from your computer and click Upload.



9. Once your file is uploaded, choose your quantity and options and then click Add to Cart.



10. On the new screen, click on your cart in the upper right-hand corner. Select is CheckOut.



11. Select a the date you need your product by in the Due Date box. Then click Proceed to Checkout.

CART

Due Date:

Selected Print Shop:

Products	Quantity	Total
Window Shortcuts Item Name: Upload General Printing	<input type="text" value="30"/>	\$7.80

[Save for later](#)
[Remove](#)

Subtotal: \$7.80
Taxes: \$0.00
Total: \$7.80

Proceed to checkout to view final order total, including taxes, fees, shipping.

[← CONTINUE SHOPPING](#) [CLEAR CART](#) [PROCEED TO CHECKOUT →](#)

12. Select how to get your product:

- I. Customer Pick-Up
- II. LPPS Delivery Truck (product will arrive on your school's delivery day)

SHIPMENT 1

Please select a shipment type.

13. Fill in your information. Click Save and then Proceed to Checkout.

The screenshot shows a checkout page with three steps: Shipping (1), Payment (2), and Finish (3). The current step is Shipping, titled "Select a shipping address & shipping options".

SHIPMENT 1
Please select a shipment type
LPLS Delivery Truck

ADDRESS
[Add from Address Book](#)

* First Name:

* Last Name:

* Address Line 1:

Address Line 2:

Address Line 3:

Phone Number 1:

* Company:

Email:

Delivery Instructions:

Save to My Address Book

You must click save to proceed with checkout.

Products
Window Shortcuts

Item Name: Upload General Printing	Total
Qty	
30	\$7.80
Subtotal:	\$7.80
Shipping:	\$0.00
Taxes:	\$0.00
Total:	\$7.80

14. For payment, you will need a PO Number from your school. The school will be billed at the end of the month. Click Place My Order when finished.

The screenshot shows the checkout page with three steps: Shipping (1), Payment (2), and Finish (3). The current step is Payment, titled "How would you like to pay?".

How would you like to pay?

PAYMENT METHOD
Please select a payment type.

PO Number (optional)

PO NUMBER (OPTIONAL)

Charge/Allocation Code:

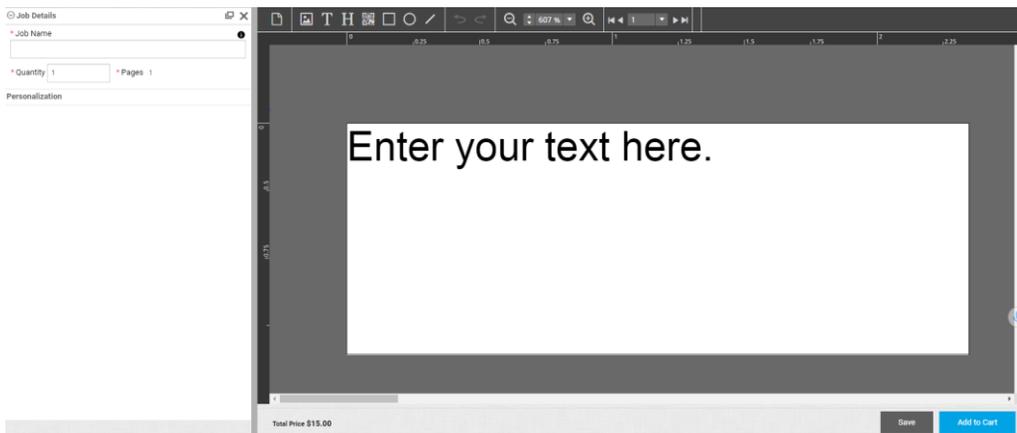
Products
CW 127 - School Bus Behavior Report Rev.13

Item Name: CW 127 - School Bus Behavior Report Rev.13	Total
Qty	
1	\$0.00
Subtotal:	\$0.00
Shipping:	\$0.00
Taxes:	\$0.00
Total:	\$0.00

***If you are creating your design within the program instead of uploading, you will be brought to a creation area. Once you have your product looking the way you wish, click Add to Cart. Follow the directions 10-14 to complete your order.

Depending on the product you select, your creation area will have different features.

Create a stamp:



Create a printed sign:

