

University Copy

How to Use the Digital Storefront for USD Faculty and Staff

10-12-18

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| Add to Cart | | | of San Diego® |



How to Sign On:

- Click on "Single Sign-On" option at the login screen
- Use your University of San Diego Login Credentials



Update Profile

Before ordering please set up your user profile information

 To access your profile information hover over your username and select "My Profile" from the dropdown





Edit Information

How to Edit Your Information

- Select "Edit Profile"
- Update all fields including Name, Phone, Address, Email, Department, etc.



Copy Job Ordering



Copy Job Ordering: Choose Item

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Copy Job Ordering: Choose File Location



Copy Job Ordering: Choose File

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Copy Job Ordering: Preview Options



Copy Job Ordering: Add to Cart

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Business Card Ordering



Business Card Ordering: Choose Browse



Business Card Ordering: Add to Cart



Business Card Ordering: Create Order

Create Order:

- Enter a Job Name
- Fill in applicable fields (size, paper type, quantity, etc.)
- JSD Business Card = Split Window Q Review My Job Help X Close Personalization Job Name 8 University of San Diego Quantity * Pages Name Job Specifications Title Special Instructions Title 2 Department 1 Department 2 ~ None Building Drop or Type In Building Name Room Dropdown None or Type In Room Prefix Preview Unit Price \$0.08 Total Price \$39.00
- Update Preview



Business Card Ordering: Preview/Make Changes



Business Card Ordering: Add to Cart

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Checkout



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Checkout: Order Confirmation

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| [™] University of San Diego [®] | |
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| rder placed by: Theresa Andersen ndersen@sandiego.edu Aaher Annex | Qty Unit Price Total 100 \$0.95 \$95.00 Payment Method: |
| 192604890 HIPMENT 1 | Accounting Codes POETS P COPY00000 |
| elivery Request DDRESS heresa Andersen | POETS 0 University Copy POETS E Copying/Duplicating |
| laher Annex 192604890 andersen@sandiego.edu | POETS T 00 |



Order History

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Questions? We will walk you through the process of ordering via our new digital storefront.

Please Call: (619) 260-4890 or ext. 4890 on campus

Thank you!

sandiego.edu/copy

