SACRAMENTO STATE | UNIVERSITY PRINT & MAIL

How to Register Your Account

Student Orders

universityprint@csus.edu
www.csus.edu/aba/university-print
Print Shop Pro: csus.webdeskprint.com

Welcome to Print Shop Pro: Registering Your Account for the First Time

Print Shop Pro is University Print's online Web-to-Print solution. Students can place an order as long as the order is for a Sac State class/course or campus club/organization. Use the step by step instructions below if you are registering for the first time.

First Time User Login

Please note the following: before you begin the process of logging in to Print Shop Pro, you will need to disable any pop-up blockers, and ensure that you have the latest version of Acrobat Reader installed.

Step 1:

Navigate to the Print Shop Pro website: csus.webdeskprint.com. Click the "Log In" link in the upper right-hand corner:

Step 2:

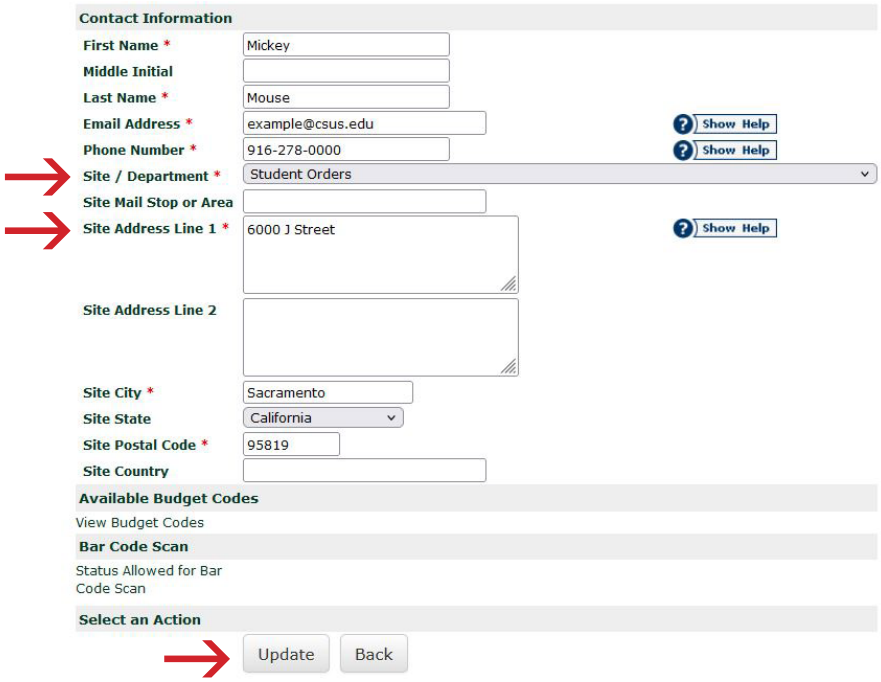
Click on the "Login Using Your SacLink Account" button on the left-hand side of the page.

Step 3:

Once you have clicked the login button, you will be redirected to a SacLink login page. Enter your SacLink log in username and password.

Updating Your Profile Information

Once you have logging in to Print Shop Pro, you will need to update any missing or incorrect information on your PSP User profile. Most of the fields will be populated, but please check for accuracy and make changes if needed.



Step 1: Select "Student Orders" from the Site/Department drop down list.

Step 2: Enter Sac State's address (6000 J Street Sacramento, CA 95819) in the Site Address Line 1 box.

Step 3: Click the Register/Update button to save your changes.

Once you register your account, you will receive a confirmation email from Print Shop Pro.

From: universityprint=csus.edu@webdeskprint.com <universityprint=csus.edu@webdeskprint.com> on behalf of universityprint@csus.edu <universityprint@csus.edu>
Sent: Sunday, June 20, 2021 9:50 PM
To:
Subject: Registration information

Thank you for registering to the University Print | Sacramento State website.

Thank you, University Print | Sacramento State Website Administrator

You will receive a second email from University Print once your account is active.

Important:

- Account activation will be processed during business hours: Monday – Friday, 8:00 AM – 5:00 PM. Please allow up to 1 business day for activation.
- Your registration will be considered incomplete if you do not complete all of the steps above. You will not have access to Print Shop Pro until University Print activates your account.
- Once activated, you can submit an order any time, however, orders are only processed during business hours.
- **Your order will not be processed until we have received payment for your order.**