

**Welcome to Print Shop Pro®** (PSP) is University Print's new online Web-to-Print solution. It will allow our campus community to place printing orders, track the progress of their orders, and create estimates. Customers will even be able to pull past order history for reordering and budgeting purposes. To begin using Print Shop Pro please navigate to the following link: [csus.webdeskprint.com](https://csus.webdeskprint.com).

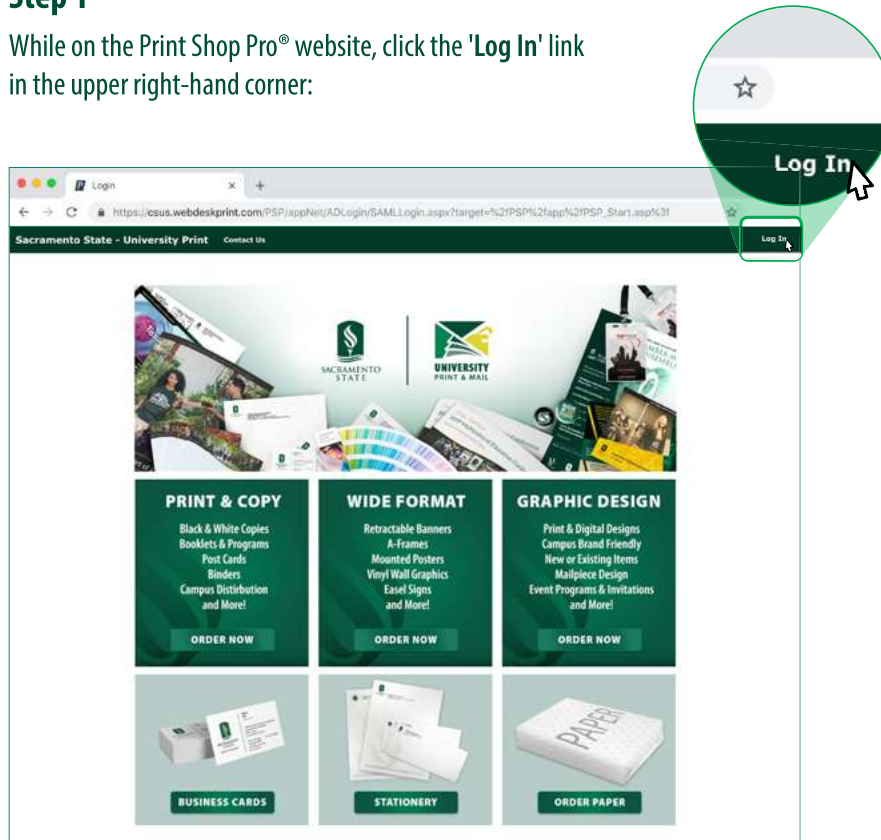
## First Time Login

In order to utilize this helpful web-based solution you must first be a registered user/and or approver. It is important to note, 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. For the best user experience **Chrome is the preferred and recommended web browser**.

Registering to become a new 'user' / and or 'approver' is a simple **6 step** process outlined in the following **»**

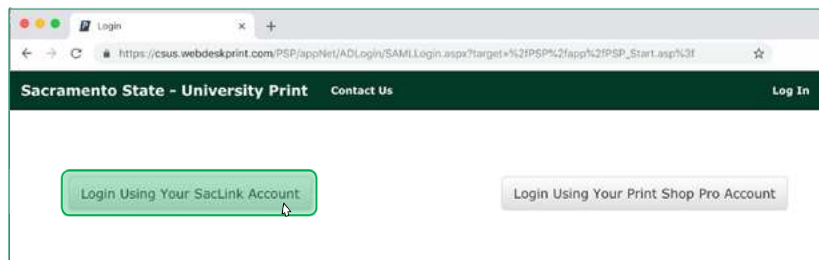
### Step 1

While on the Print Shop Pro® website, click the 'Log In' link in the upper right-hand corner:



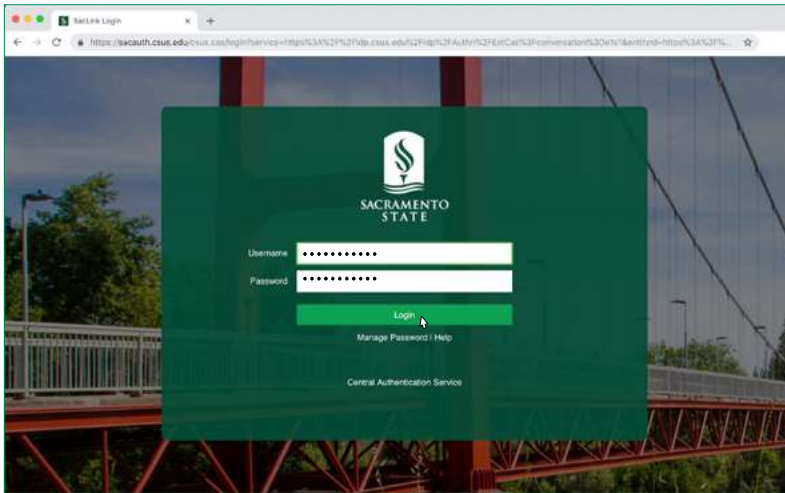
### Step 2

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



### Step 3 – Authentication

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



\*\*After entering your SacLink user name and password, you may be prompted to receive a push notification from the Duo 2-Step Verification. This is the same process of authentication used by MySacState.

### Step 4 – Updating Your Profile Information

Once you have logged 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 them all carefully for accuracy.

Select your department's primary site from the drop-down list; in PSP, 'site' refers to your department. For example, Herky T. Hornet's site, is University Print.

<b>Contact Information</b>	
First Name *	Herky
Middle Initial	T.
Last Name *	Hornet
Email Address *	herky@csus.edu
Phone Number *	916.379.6000
Site / Department *	University Print - General
Site Mail Stop or Area	
Site Address Line 1 *	6000 J Street
Site Address Line 2	
Site City *	Sacramento
Site State	California
Site Postal Code *	95819
Site Country	
<b>Available Budget Codes</b>	
View Budget Codes	
<b>Bar Code Scan</b>	
Status Allowed for Bar Code Scan	
<b>Select an Action</b>	
Update Back	

## Step 5 – Verify Delivery Information

To ensure orders are delivered properly, please make sure that your address is correct.

- Verify the 4-Digit Mail Stop
- Enter the Building and Room Number into 'Site Address Line 2'

**Contact Information**

First Name \* Herky  
Middle Initial T.  
Last Name \* Hornet  
Email Address \* herky@csus.edu [Show Help](#)  
Phone Number \* 916-278-6000 [Show Help](#)  
Site / Department \* University Print - General  
Site Mail Stop or Area 6000  
Site Address Line 1 \* 6000 J Street [Show Help](#)  
Site Address Line 2 Building & Room #  
Site City \* Sacramento  
Site State California  
Site Postal Code \* 95819  
Site Country  
**Available Budget Codes**  
View Budget Codes  
**Bar Code Scan**  
Status Allowed for Bar Code Scan  
**Select an Action**  
Update Back

Click the 'Update' or 'Register' button to save your changes.

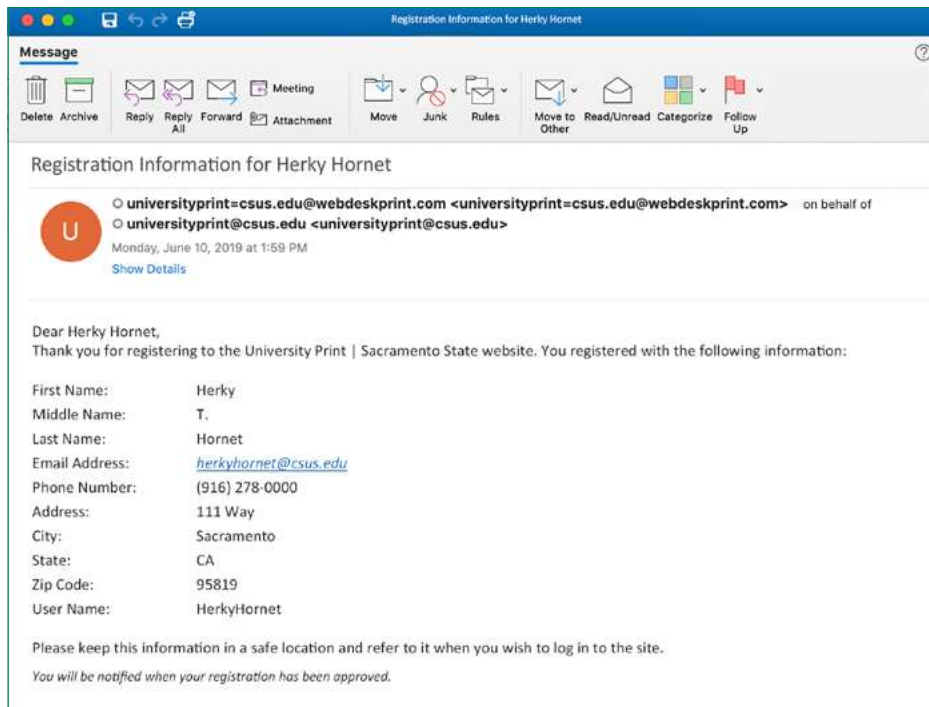
## » Potential Error Message

You will receive this error if you don't enter in your site address. Click "Close" and you may return to the screen to enter in your address.

Site Address is a required field.  
Please enter a value.  
Close

## Step 6 – Confirmation Email

Once you have finished the initial registration process, you will receive a confirmation email from Print Shop Pro.



After you submit your registration and receive your initial confirmation email you will then need to **send an email to [universityprint@csus.edu](mailto:universityprint@csus.edu), your email must contain the following information in order to complete your registration process:**

- Your Name
- Subject Line: PSP Registration
- Your Site/Department
- A list of all the 8-Digit speedtypes you anticipate using for your department's University Print orders.
- User/Approver

### » Note:

Until you have sent the above email, you may see one or both of the following errors. These will be cleared once we have completed setting up your account.

