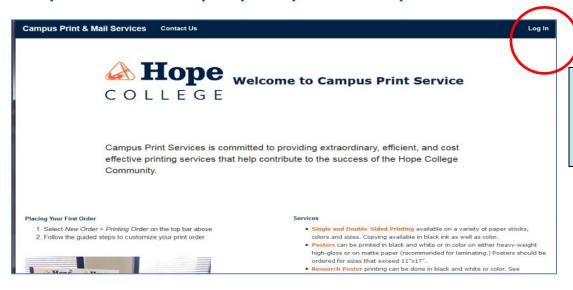
## Campus Print Services (CPS) - To print @ CPS, you must first create an account



1. To Create an account, Click 'Log In' on the Welcome Page

Campus Print & Mail	Services	New Order →	My Orders	Reports	Admin		
Log in using your <i>1Hope</i> username and password (without the @hope.edu)							
IF THIS IS YOUR FIRST LOGIN, YOU CANNOT PLACE AN ORDER UNLESS YOU SELECT THE CORRECT SITE ON THE NEXT PAGE							
STUDENTS: YOUR SITE IS "HOPE COLLEGE STUDENT"     FACULTY AND STAFF: YOUR SITE IS YOUR DEPARTMENT							
Registered Users							
User Name			?) Sho	w Help			
Password			?) Sho	w Help			
Logi	in						

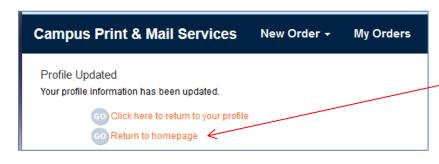
2. Next screen: Read the RED words

\*Selecting the 'Site' is critical, or you will be 'locked out', which requires follow-up with CPS to correct – phone 395-7185

- 3. Enter your 1Hope username and password without '@hope.edu'
- 4. Click 'Login'

Campus Print &	Mail Services	New Order →	My Orders	Reports	More →				
This is your first time in the Print Shop Pro WebDesk. Your account has been registered.									
Make modifications to your profile if necessary, when complete click on the "Update" button below.									
Contact Information									
First Name									
Middle Initial									
Last Name									
Email Address	j@hope.edu		? Show	/ Help					
Phone Number			? Show	/ Help					
Site	Please Select								
Site Mail Stop or Mea	Please Select		_						
Site Address Line 1	Brown, Ken Discretionary		snow Help						
	Employee Personal Printing  Hope College Student								
	NASA:NNX13AO12G Goi	nthier							

- 5. Fill out all the information requested using your Holland address & phone.
- 6. Site: select <u>"Hope College Student"</u> from the drop down menu.
- 7. Scroll down to select 'Update'



You have created your account!

Return to Homepage

Now you are ready to place a print order