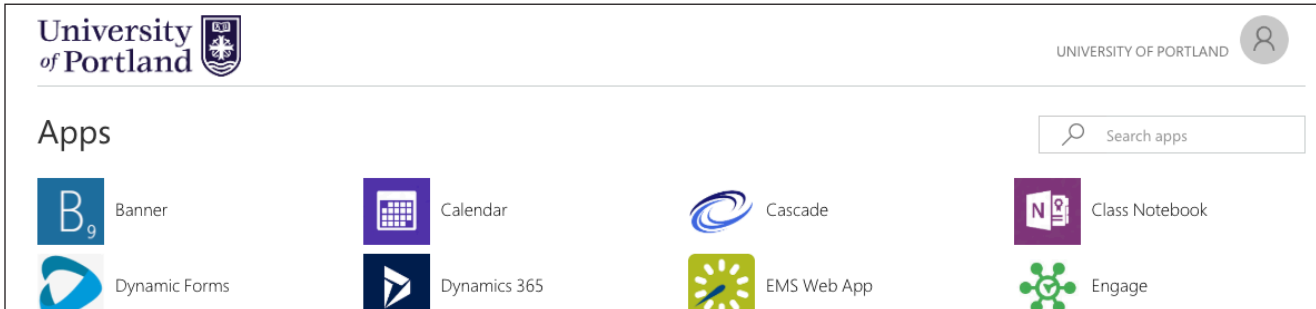


How to place an order using Printing Services Order Desk

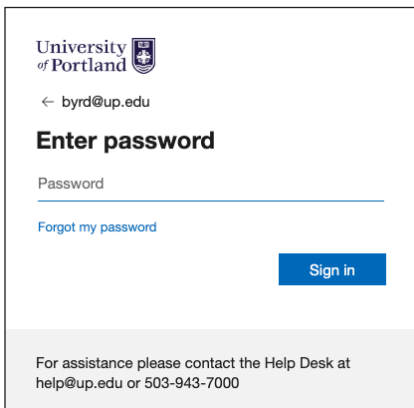
1. Go to myapps.up.edu



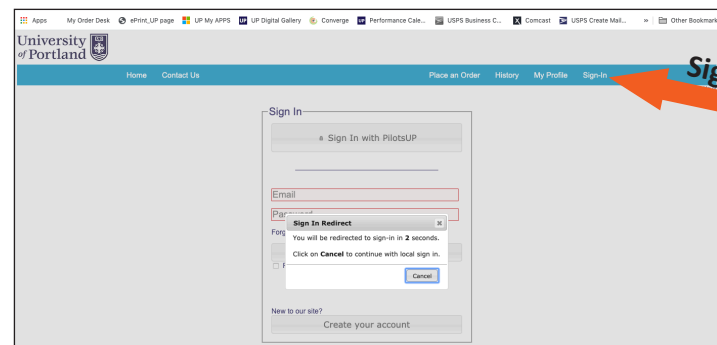
2. Select Web-to_Print



3. Log in using your pilotsUP credentials



4. Once logged in to pilotsUP, click on Sign in which will then redirect you.



5. Complete your profile page.

Email * [1115536]
[Send Password Reset Email](#)
[Change Password](#)

First Name *

Last Name *

Address

Department *

Building *

Floor *

Ship To Address **MSC Code here please!**

Additional Contact Info

Cc Email

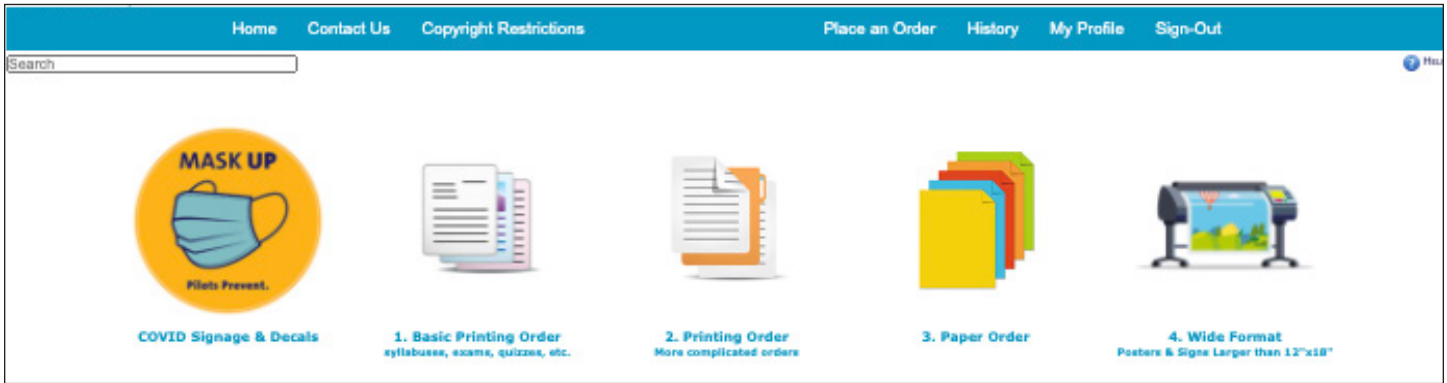
Phone *

Additional Info

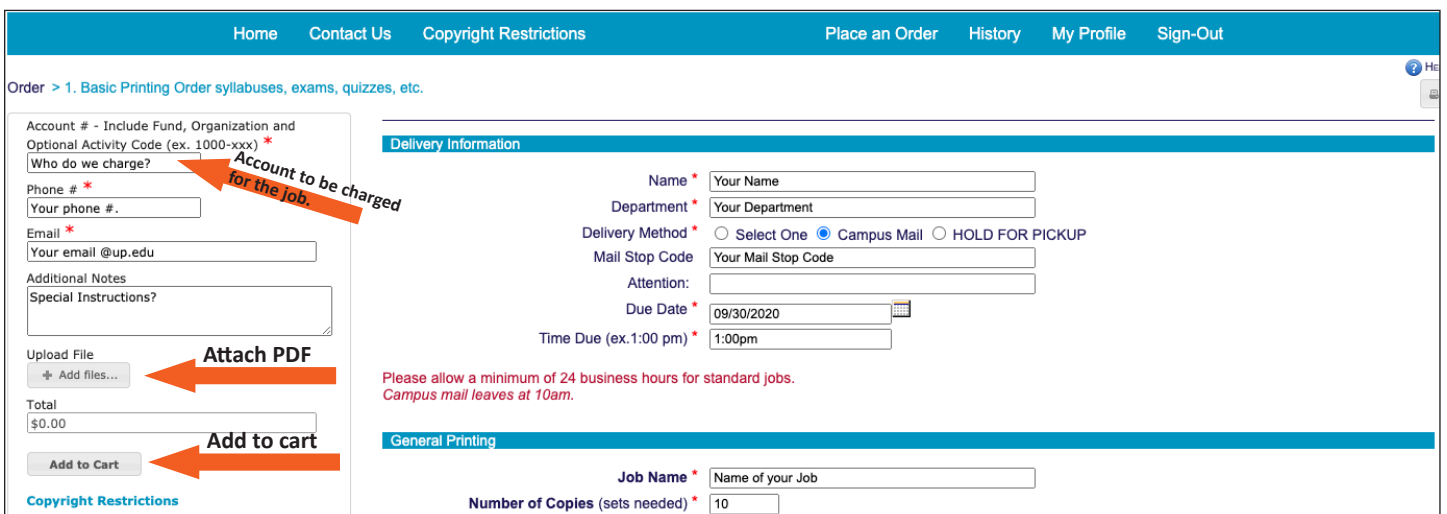
Chargeback Number *

Current Timezone 1/13/2020 3:13:33 PM
 Automatically adjust when Daylight Saving Time starts/ends (recommended)

Home Page: The home page shows the ordering options. Click on the appropriate order form based on the project you would like to have produced.



Complete the fields using the options provided. Costs will be automatically calculated. Attach your pdf file and add to cart.



Ordering Options



COVID Signage & Decals: A selection of pre-made or made to order signs. Includes: Breakspace Guidelines, Protective Measures Guidelines, Room Capacity signs, Visitor Temp stickers, Don't Sit Here decals, Sit Here decals, Keep Right floor decal, Mask UP decals, Stand Here floor decal.



1. Basic Printing Order: syllabuses, exams, quizzes, etc.: Simple b&w or color prints on standard paper. Options: collating, staples and/or 3 hole punch.



2. Printing Order: More complicated orders: More complex printing jobs that may require special paper or bindery such as cutting, laminating, folding, padding, coil or tape binding.



3. Paper Order: Order sheets, packages, reams, or cases of paper.



4. Wide Format Posters & Signs Larger than 12"x18": Wide format posters on matte or satin. Options: laminating, foam board or corrugated plastic mounting. H Frame stakes.

Ordering Options



5. Booklets & Programs: booklets and programs that require booklet folding, stapling and trimming.



6. Books - Course Packs: Course Pack books that will be available for student purchase in the bookstore.



7. Books: Coil or Tape Bind: books that will be coil or tape bound.



8. Brochures: black & white or color brochures. Optional cutting and folding only.



9. Postcards, Notecards, etc.: b&w or color, with optional cutting, folding, and laminating.



10. Flyers, Handout, & Prints: Optional: cutting and/or Laminating: b&w or color with optional cutting and/or laminating.



11. Door Decs: door decorations for the hall dorms. Optional cutting and laminating.



12. Business Cards

Use this form to order University of Portland or Athletics business cards. For faculty and staff only.



13. Stationery: Official School and Department University Letterhead and envelopes.



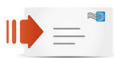
14. Digitally printed envelopes: Quantities of 250 or less. Can also be used for merged envelopes. If quantity of envelopes is over 250, please use Stationery order form.



15. Signage Inserts: Official School & Department synapse signage inserts.



16. Name Tags, Table Tents & Place Cards: Official School & Department paper name tags, table tents & placecards.



17. Print & Bulk Mail: Print jobs that require bulk mailing services such as NCOA, addressing, stuffing, sealing and mailing.



18. Bindery Only (NO PRINTING): Jobs that are dropped off at Printing Services that require bindery only such as laminating or book binding. If the job requires printing, use one of the other forms.



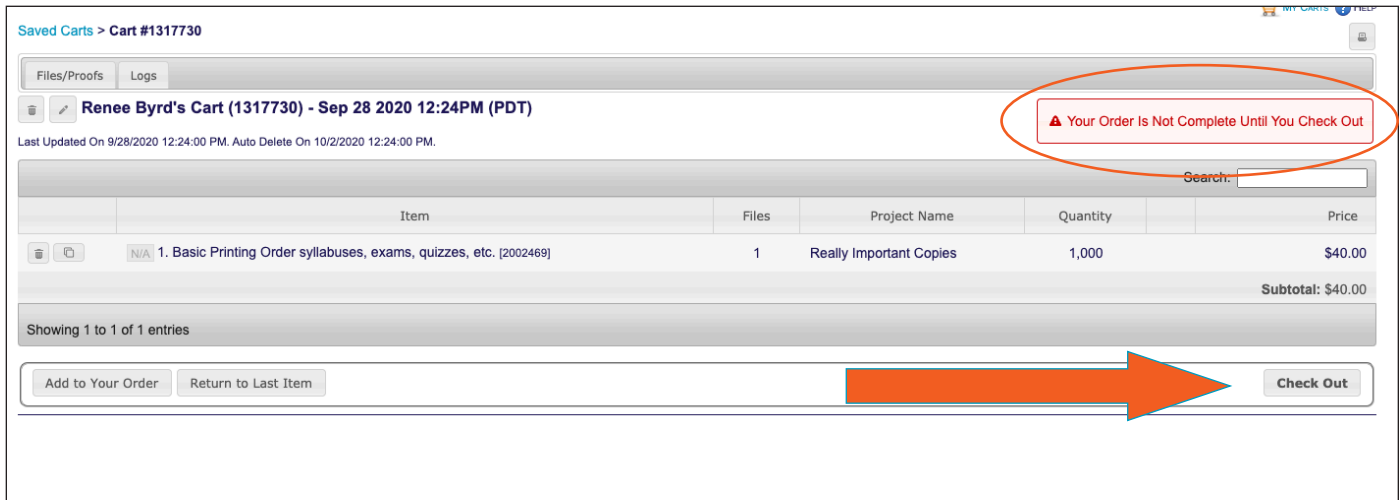
Digital Files & Design: used for projects that need design work or typesetting that will be sent to an outside vendor for production or used in a digital capacity.

Placing your order

Once you click on the "Add to Cart" button, it will lead you to this page.

You can choose to add additional orders to your cart, return to the last item or check out.

To place your order click the CHECK OUT button then click the PLACE YOUR ORDER button.



Saved Carts > Cart #1317730

Files/Proofs Logs

Renee Byrd's Cart (1317730) - Sep 28 2020 12:24PM (PDT)

Last Updated On 9/28/2020 12:24:00 PM. Auto Delete On 10/2/2020 12:24:00 PM.

Search:

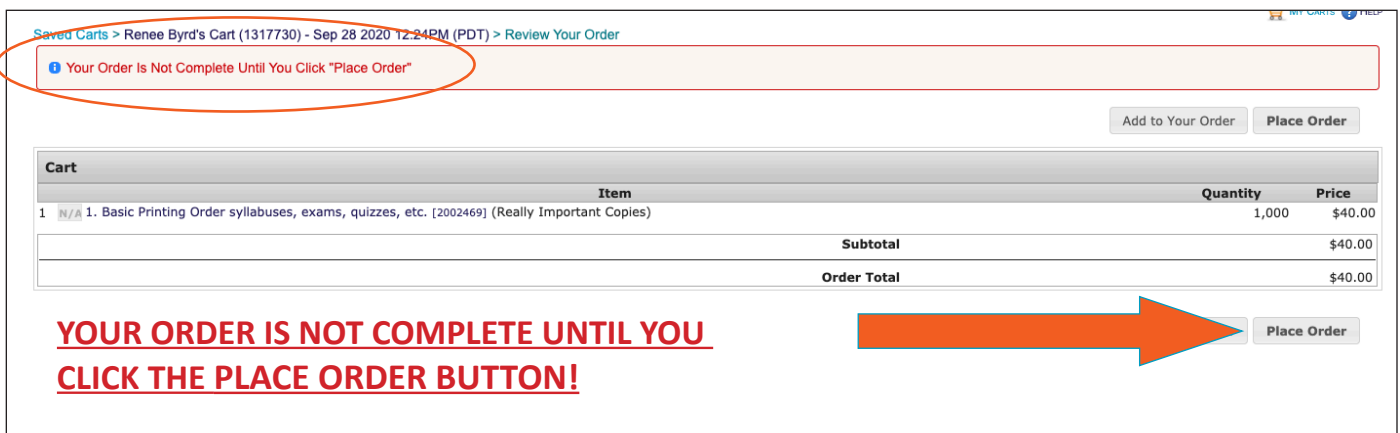
Item	Files	Project Name	Quantity	Price
N/A 1. Basic Printing Order syllabuses, exams, quizzes, etc. [2002469]	1	Really Important Copies	1,000	\$40.00

Subtotal: \$40.00

Showing 1 to 1 of 1 entries

Add to Your Order Return to Last Item **Check Out**

Once you click the Check Out button it will take you to this page:



Saved Carts > Renee Byrd's Cart (1317730) - Sep 28 2020 12:24PM (PDT) > Review Your Order

Your Order Is Not Complete Until You Click "Place Order"

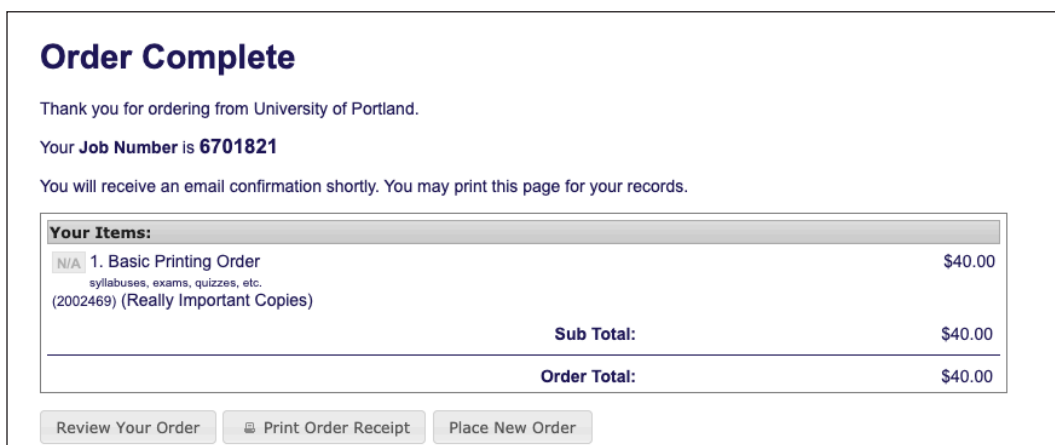
Add to Your Order **Place Order**

Cart	Item	Quantity	Price
1	N/A 1. Basic Printing Order syllabuses, exams, quizzes, etc. [2002469] (Really Important Copies)	1,000	\$40.00
Subtotal			\$40.00
Order Total			\$40.00

YOUR ORDER IS NOT COMPLETE UNTIL YOU CLICK THE PLACE ORDER BUTTON!

Place Order

Once you complete your order you will receive this confirmation screen and an email.



Order Complete

Thank you for ordering from University of Portland.

Your **Job Number** is **6701821**

You will receive an email confirmation shortly. You may print this page for your records.

Your Items:	
N/A 1. Basic Printing Order syllabuses, exams, quizzes, etc. (2002469) (Really Important Copies)	\$40.00
Sub Total:	\$40.00
Order Total:	\$40.00

Review Your Order Print Order Receipt Place New Order

If you have any questions, comments, or suggestions, please contact:
Printing Services 503.943.7200 printjobs@up.edu