



Print Shop Pro Instructions

SBCCD PRINTING AND GRAPHICS DEPARTMENT

printshop@sbccd.edu | (909) 384-4313

Welcome to the SBCCD Print Shop's online ordering system, Print Shop Pro. The step-by-step instructions will assist you in placing orders through the Print Shop. Take time to review the instructions. If you have additional questions, feel free to contact the Print Shop via email at printshop@sbccd.edu or phone at 909-384-4313. Thank you for letting us serve all your printing needs.

LET'S GET STARTED...

A link to the Print Shop ordering system can be accessed via the District's website. The path is...

<https://sbccd.edu/>>>District Services>>Technology & Educational Support Services>>Departments>>Graphics and Printing Services>> <https://printingservices.sbccd.org>

You can also access it directly by clicking here <https://printingservices.sbccd.org>



HELPFUL TIP: 'Bookmark' or save the Print Shop Pro ordering web page to your 'Favorites' to quickly and easily access the page in the future.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT



 SBCCD Printing Services
Crafton Hills College Campus
11711 Sand Canyon Road, Building 14
Yucaipa, CA 92389

Front Desk: 909-384-4313
Email: printingservices@sbccd.edu

Current Office Hours
Monday through Friday
8AM to 4PM

Anna Mendez, Printing Services Supervisor
Phone: 909-384-4312
Email: amendez@sbccd.edu

For technical assistance, contact:
Anna Mendez
909-384-4313
Email: amendez@sbccd.edu

[GET STARTED](#)

Register

To get started click the "Register" button below, complete the required fields and click "Submit"
Please use your District e-mail address not your personal one.

[ALREADY REGISTERED](#)

Quick Copy

Allows for easy ordering of classroom materials. Paper stocks and finishing options are streamlined and instructional materials are delivered within 2-4 business days from the

Part I: Registration

If you are accessing the system for the first time, you must complete the registration in order to submit a print order.

To Register, click "Register" at the middle left of the screen.

SBCCD Printshop Pro Contact Us Log In

SAN BERNARDINO VALLEY COMMUNITY COLLEGE DISTRICT

SBCCD Printing Services
Crafton Hills College Campus
11711 Sand Canyon Road, Building 14
Yucaipa, CA 92399

Anna Mendez, Printing Services Supervisor
Phone: 909-384-4312
Email: amendez@sbccd.edu

Front Desk: 909-384-4313
Email: printingservices@sbccd.edu

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GET STARTED

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To get started click the "Register" button below, complete the required fields and click "Submit"
Please use your District e-mail address not your personal one.
Use your college address not your home address.
Once completed you will receive an email notification confirming your registration, at that point you may begin placing orders.
Please note, Printshop Pro will prompt you to enter a user name and password, enter your exact District user name and password.

REGISTER

"Please register only once. The process is not instantaneous and we need time to approve your request."

ALREADY REGISTERED

Quick Copy
Allows for easy ordering of classroom materials. Paper stocks and finishing options are streamlined and instructional materials are delivered within 2-4 business days from the order receipt date (depending on seasonal demands). Instructional materials are delivered twice a day via the District Warehouse mail delivery.
You can attach your electronic files to the order form or send hardcopy originals using inter-campus mail to the Printshop: Quick Copy Department.

QUICK COPY

Custom Printing / Color Copy / Design Only
Custom Printing allows for the reproduction of materials that require graphic design, color inks, specialty papers and various sizes. Please keep in mind, the printing method involves more preparatory steps than

The Registration/Log In page will look like this:

SBCCD Printshop Pro Contact Us Log In

Enter some basic information in order to take advantage of the features this site has to offer.

All fields are required.

Enter Your Contact Information

First Name *
Middle Initial
Last Name *
Email Address * Show Help
Phone Number * Show Help
Site / Department * Please Select
Site Mail Stop or Area
Site Address Line 1 * Show Help
Site Address Line 2
Site City *
Site State * California
Site Postal Code *
Site Country

Create Your Login

User Name *
Password *
Confirm Password *

Select an Action

Register Back

Please complete all information on the registration page.



HELPFUL TIP: The Username created MUST be the same as the first part of the user's district issued email address (ex. if email is tsmith@sbccd.edu--username for Print Shop Pro is tsmith).

Once you complete the registration, click "Return to homepage"



HELPFUL TIP: Once registration is complete, the Print Shop will need to approve the new user. It can take up to 24 hours for approval. The new user will receive an email once the registration has been approved. If you need approval expedited, email printshop@sbccd.edu for further assistance.

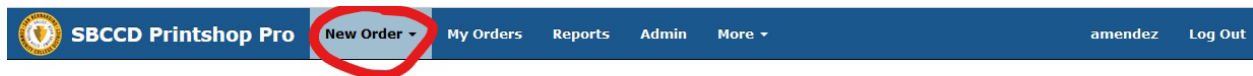
Once the new user has been approved click "Log In" from the home page and log in using the registered user name and password under "Registered Users"

Registration is complete and the user is now ready to submit a print order.

Part II: Submitting A Copy/Print/Store Order

To submit a Copy/Print order, click the "New Order" button on the Print Shop homepage.

(https://webdeskpsp.sbccd.cc.ca.us/PSP/app/PSP_Start.asp)

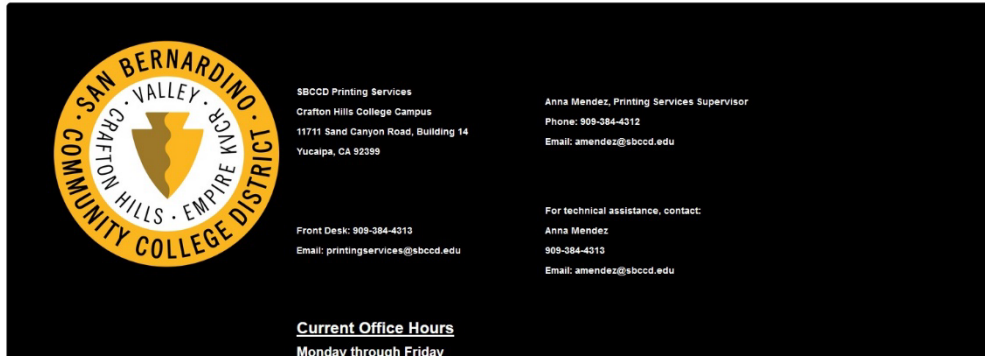


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Select Category

“Select Category” of the Quick Copy/Print/Store Order:

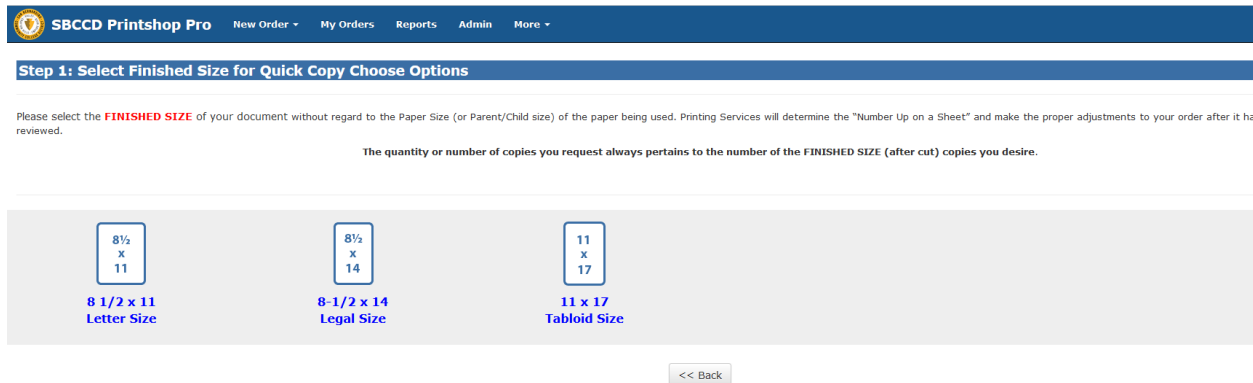


Select the category of the print or copy order. (The “how to” steps below are for “Quick Copy” Black & White Copies). For color or specialty print please select “Printing” and follow the same steps.

Click “Quick Copy”

Step 1: Select Finished Size for Black & White Copies

Click the finished size of the copy/print order



Step 2: Print Order Information

Complete the details of the print order including the name of the job, number of copies, format, paper type and color. Also indicate if a front or back cover is needed. Once all information is complete, click “Continue”.

Step 2: 0 Information

Job Type: Quick Copy Choose Options - 8 1/2 x 11 Letter Size
Contact: Anna Mendez
Phone: 909-384-4312
Site: Printing Services (DIST)
[Edit Site Information](#)

Job Name:
of Copies: [What is this?](#)

Main Paper

Format: 1 Sided 2 Sided
Originals: [What is this?](#)
Stock Style: [What is this?](#)
Stock Weight: [What is this?](#)
Paper Color:
 Blue Cream Green Orchid Tan
 Canary Goldenrod Grey Pink White

Cover Stock

Include Front Cover
 Include Back Cover

[<< Back](#) [Continue >>](#)

Step 3: Current Stocks

Verify the details of the paper stock option you selected. Once all information is correct, click “Continue”.

Step 3: Current Stocks

Job Name: Test
Job Type: Quick Copy Choose Options - 8 1/2 x 11 Letter Size
of Copies: 10


Current Stocks

	Purpose	Style	Color	Weight	Sides	Originals	
Edit	Main Paper	Bond Copy Paper	White	20#	Two Sided	5 / 5	

[Back](#) [Add Another Stock](#) [Continue](#)

Step 4: Finishing

Finalize the details of the print order by selecting the finishing options. Finishing options include a staple or paper clips, hole punches and collating. Indicate any special instructions for the copy/print order. Once all information is complete, click “Continue”.

 SBCCD Printshop Pro New Order - My Orders Reports Admin More -

Step 4: Finishing

Binding None

None E none E Staple 1 Top

E Staple 2 Side

Folding None


Cutting None

Hole Punches None

None E 2 Top E 3 Side


E None ? Other

Collating No Collating Collate




Padding # of Pads [What is this?](#)

Special Instructions


 

Step 5: Attach Files

Click “Yes” to attach the file for the copy/print order. (If “No – Skip Attaching a File” is clicked and a file is not uploaded, email the Print Shop a printshop@sbccd.edu to provide further direction.)

 SBCCD Printshop Pro New Order - My Orders Reports Admin More -

Step 5: Attach Files

 Attach a File?

To attach a file, click “Browse” and select the file located on the computer. Type the number of originals and indicate any special instructions. Once all information is complete, click “Attach File”.

SBCCD Printshop Pro New Order - My Orders Reports Admin More -

Step 5: Attach Files

Attach a File

[Click Here for File Type Guidelines](#)

Click Browse to Select a File

Select Attachment Type

Special Instructions

Once the Attached File has been reviewed and approved, the user can upload another file. Once all information is complete, click “Continue”.

SBCCD Printshop Pro New Order - My Orders Reports Admin More -

Step 5: Attach Files


Attached Files

File Name	File Size	Type	Update Sort Order	# PDF Pages	Approval
Remove 84353_PrintShopProInstructions_10122022_AMM.docx	1.1 MB	Document	<input type="text" value="1"/>	0	Original File View
Total PDF Pages Uploaded				0	

To view PDF files you will need a PDF viewer, such as [Adobe Reader](#).

Step 6: Billing and Delivery

Review that all information for the copy/print order is correct, including the number of copies and delivery site. Select the correct account number from the drop-down list.

 **SBCCD Printshop Pro** [New Order -](#) [My Orders](#) [Reports](#) [Admin](#) [More -](#)

Step 6: Billing and Delivery

Job Name Test


Type Quick Copy Choose Options - 8 1/2 x 11 Letter Size
*No Estimate available.

Site

Billing

Account Number
You are viewing account numbers for site **Printing Services (DIST)**...

Shipping Information

Suggested Due Date 

Delivery

Hold For Pick Up

Ship To Address

Ship to Site

Attn

Mall Stop or Area

Shipping Address


Address2

City

State (Abbreviation)

Postal Code

Country




Once all information is inputted and complete, click "Finish".

All Quick copy orders have a 3 working day lead time. Rush orders are available on some orders.



Step 7: Order Process Complete

After the order is submitted, the user will have the option to view the "Order Summary", print the "Job Ticket" or "Log Out".

**SBCCD Printshop Pro** [New Order -](#) [My Orders](#) [Reports](#) [Admin](#) [More -](#)

Order Process Complete

Your order has been submitted. Thank you!

Print Order #	84353		View Order Summary	<input type="button" value="Print Job Ticket"/>	
Job Name	Test				
Current Status	Submitted				

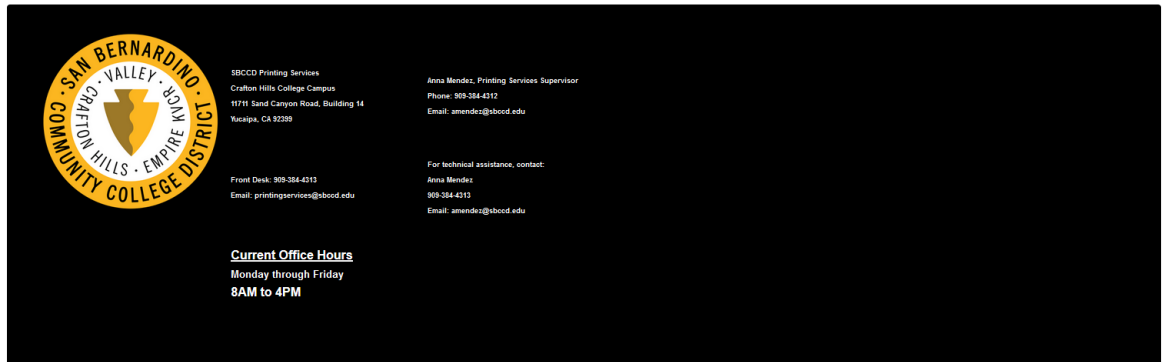
Thank you. Your order has been submitted. You may track the status of your order by going to "My Orders" tab at the top of your home page.

Part III: Submitting a Business Card Order

To submit a Business Card order, click the “New Order” button on the Print Shop homepage and select “Printing”.



SAN BERNARDINO COMMUNITY COLLEGE DISTRICT



GET STARTED

Register

To get started click the “Register” button below, complete the required fields and click “Submit”

Please use your District e-mail address not your personal one.

Use your college address not your home address.

Once completed you will receive an email notification confirming your registration, at that point you may begin placing orders.

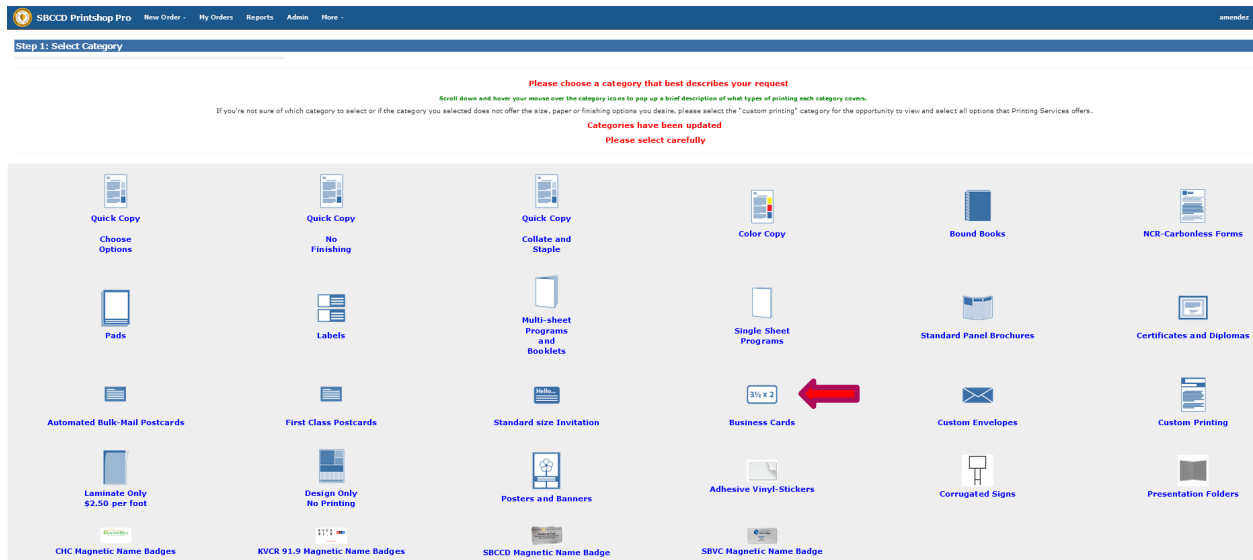
ALREADY REGISTERED

Quick Copy

Allows for easy ordering of classroom materials. Paper stocks and finishing options are streamlined and instructional materials are days from the order receipt date (depending on seasonal demands). Instructional materials are delivered twice a day via the District Warehouse mail delivery.

You can attach your electronic files to the order form or send hardcopy originals using inter-campus mail to the Printshop: Quick Copy Department.

Step 1: Select the Business Cards icon.





Step 2: Select Business Cards.

SBCCD Printshop Pro New Order - My Orders Reports Admin More -

Step 2: Select Finished Size for Business Cards

All business cards follow a standard layout design for the District and campuses.
Requests for design revisions will not be granted without approval from the campus's respective marketing department.

 
Business Cards

<< Back

Step 3: Order information.

Complete the details of the print order including the name of the job (person's name on business card), number of copies (standard number is 500) and format. Once all information is complete, click "Continue".

SBCCD Printshop Pro New Order - My Orders Reports Admin More -

Step 3: Quick Copy and Printing Orders Information

Job Type Business Cards - Business Cards
Contact Anna Mendez
Phone 909-384-4312
Site Printing Services (DIST)

[Edit Site Information](#)

Job Name

of Originals [What is this?](#)

Main Paper

Format 1 Sided 2 Sided


of copies [What is this?](#)

Ink Color Black Color Both

Stock Style [What is this?](#)

Stock Weight [What is this?](#)

Paper Color White - Uncoated (Opaque)

<< Back [Continue >>](#) 

Step 4: Business card information.

Please include the following information in this (box) section of this order:

*Department *Site *Name *Title *Email *Phone *Fax

After the information is typed in please click on “Continue”.

SBCCD Printshop Pro New Order - My Orders Reports Admin More -

Step 4: Finishing

Please include the following information in this (box) section of this order: *Department *Site *Name *Title *Email *Phone *Fax

Back Continue

Step 5: Attach a file.

Click “Yes” if you would like to order for more than one person. You would then attach a file with the list of information for the persons needing the business cards.

If you are only ordering for one person and have already included their information in Step 4, you can click on “No-Skip Attaching a File”.

SBCCD Printshop Pro New Order - My Orders Reports Admin More -


Step 5: Attach Files

Attach a File?

Back Yes No - Skip Attaching a File

Step 6: Billing and Delivery

Review that all information for the Business Card order is correct, including the delivery site. Select the correct account number from the drop-down list.

SBCCD Printshop Pro New Order - My Orders Reports Admin More -

Step 6: Billing and Delivery

Job Name Test


Type Business Cards - Business Cards
*No Estimate available.

Site

Billing

Account Number
You are viewing account numbers for site **Printing Services (DIST)**...

Shipping Information

Suggested Due Date 

Delivery

Hold For Pick Up

Ship To Address

Ship to Site

Attn

Mail Stop or Area

Shipping Address


Address2

City

State (Abbreviation)

Postal Code

Country



Once all information is inputted and complete, click "Finish".

All Business Card orders have a 10 working day lead time. Rush orders are available on some orders.

Step 7: Order Process Complete

After the order is submitted, the user will have the option to view the "Order Summary", print the "Job Ticket" or "Log Out".

SBCCD Printshop Pro New Order - My Orders Reports Admin More -

Order Process Complete

Your order has been submitted. Thank you!

Print Order # 84353 [View Order Summary](#)

Job Name Test

Current Status Submitted

Thank you. Your order has been submitted. You may track the status of your order by going to "My Orders" tab at the top of your home page.