



NORTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

Welcome to District Printing & Design Online Ordering System!

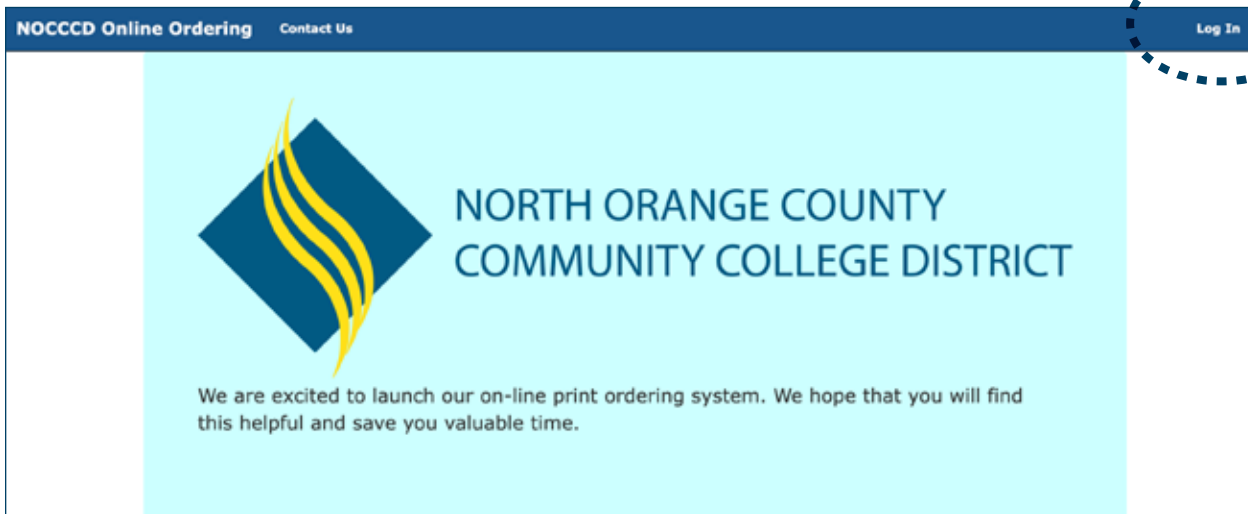
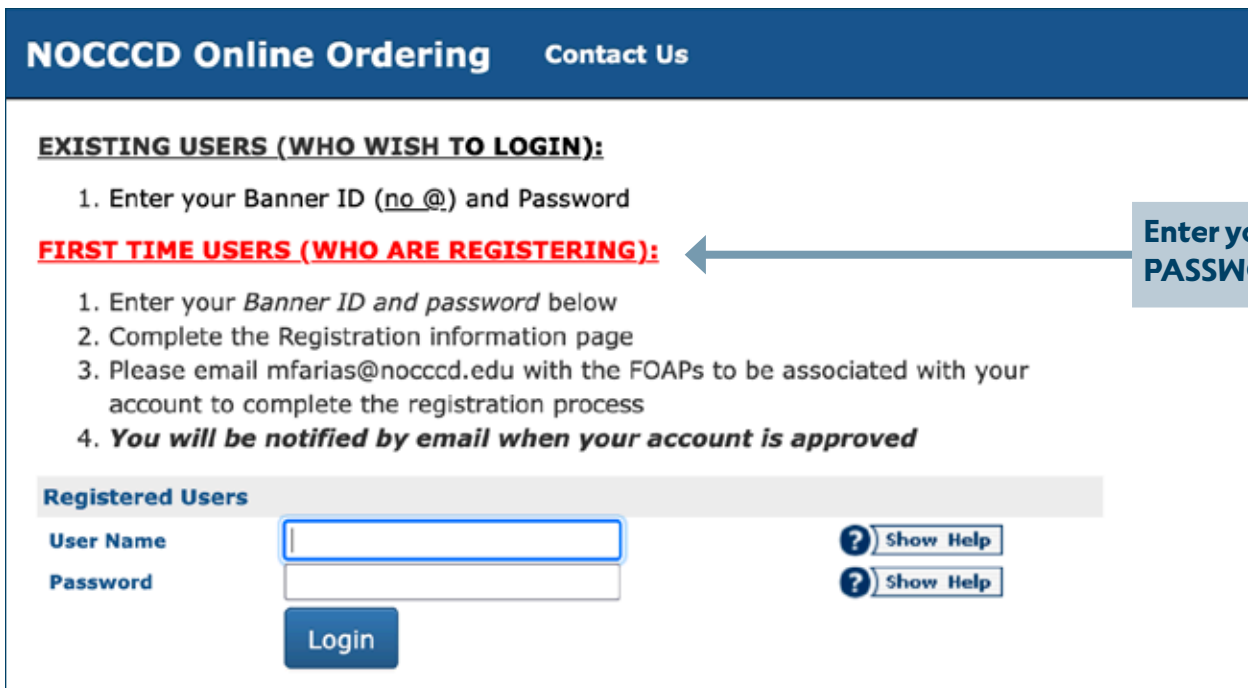
REGISTRATION TO PRINT SHOP PRO:

from your desktop computer, go to this address. The system works best in Chrome or Firefox.

You will want to bookmark the address below - note if you are looking remotely, you must be logged in to your VPN to access the site.

https://printshop.nocccd.edu/PSP/app/PSP_Start.asp

Click Log In on the upper right hand corner.

EXISTING USERS (WHO WISH TO LOGIN):

1. Enter your Banner ID (no @) and Password

FIRST TIME USERS (WHO ARE REGISTERING):

1. Enter your Banner ID and password below
2. Complete the Registration information page
3. Please email mfarias@nocccd.edu with the FOAPs to be associated with your account to complete the registration process
4. **You will be notified by email when your account is approved**

Registered Users

User Name

Password

[? Show Help](#)

[? Show Help](#)

Enter your BANNER ID and PASSWORD



Click LOGIN and it will direct you to the next screen where you will complete your Registration Profile.

REGISTRATION PROFILE

Profile Details

Make modifications to your profile if necessary, when complete click on the "Update" button below.

Contact Information

First Name *	<input type="text" value="Rebecca"/>	
Middle Initial	<input type="text"/>	
Last Name *	<input type="text" value="Guillen"/>	
Email Address *	<input type="text" value="rguillen@nocccd.edu"/>	? Show Help
Phone Number *	<input type="text" value="714-808-4599"/>	? Show Help
Site / Department *	<input type="text" value="Please Select"/> 	
Site Mail Stop or Area	<input type="text"/>	
Site Address Line 1 *	<input type="text" value="1830 W. Romneya Dr."/>	? Show Help
Site Address Line 2	<input type="text"/>	
Site City *	<input type="text" value="Anaheim"/>	
Site State	<input type="text" value="California"/> 	
Site Postal Code *	<input type="text" value="92801"/>	
Site Country	<input type="text"/>	

Complete the information.

Select your campus and department by clicking on the arrow for a drop down list.

Available Budget Codes

[View Budget Codes](#)

Select an Action

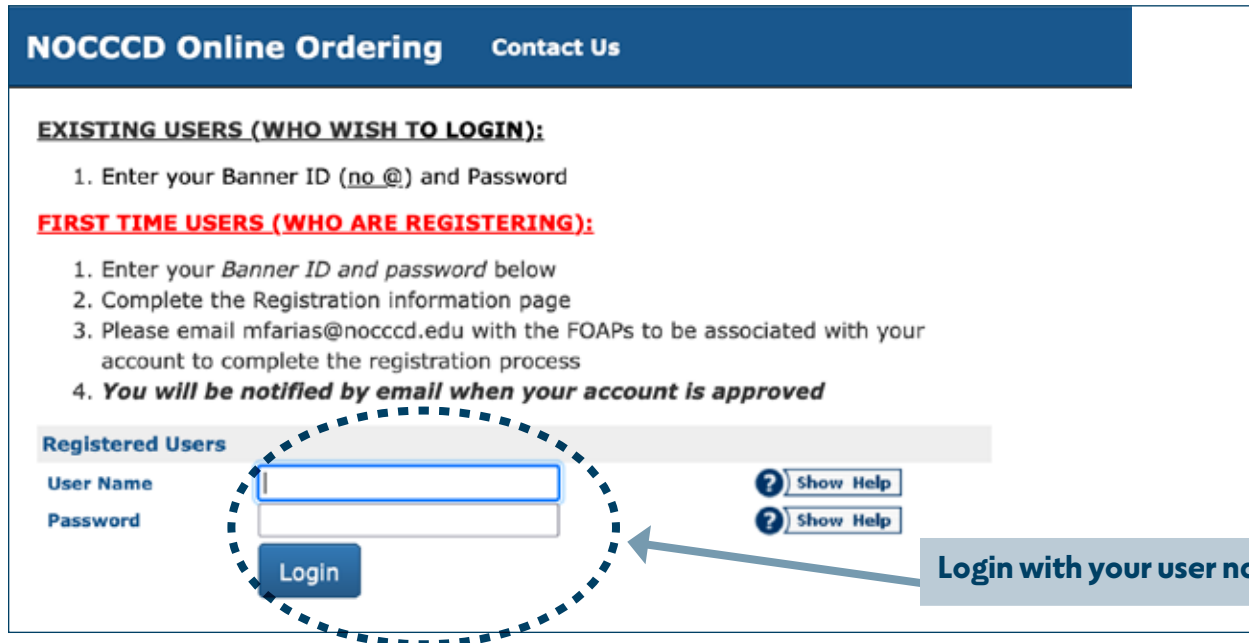
**Must Click Update
Very important or
your information will
not be saved.**

CONGRATULATIONS!

You have registered. You will receive an email when your account is activated.

PLACING AN ORDER

https://printshop.nocccd.edu/PSP/app/PSP_Start.asp



NOCCCD Online Ordering [Contact Us](#)

EXISTING USERS (WHO WISH TO LOGIN):

1. Enter your Banner ID (no @) and Password

FIRST TIME USERS (WHO ARE REGISTERING):

1. Enter your *Banner ID and password* below
2. Complete the Registration information page
3. Please email mfarias@nocccd.edu with the FOAPs to be associated with your account to complete the registration process
4. **You will be notified by email when your account is approved**

Registered Users

User Name

Password

Login with your user name and password.

ORDER CATEGORIES

After successful login, you will be taken to the home page.



NOCCCD Online Ordering **New Order -** [My Orders](#) [Reports](#) [Admin](#) [More -](#)

Print / Project
Business Cards
Stationery
Forms and Engraving

**NORTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT**

CLICK ON “NEW ORDER” THERE ARE 4 CHOICES:

1. **Print/Project** – Here you will find quick copies, color copies, brochures, posters.
2. **Business Cards** – Business Card templates for your campus.
3. **Stationery** – Campus specific letterhead and envelopes
4. **Forms and Engraving** – stock forms, certificates, name badges, desk signs.




















PRINT/PROJECT

Select what best describes your request

Step 1 SELECT CATEGORY

Step 1: Select Category

What best describes the Category of your Printing Request?

 Black Ink Copies	 Color Copies	 Brochures	 NCR Forms	 Pads	 Announcement Envelopes
 Board Agenda	 Books or booklets	 Business Envelopes	 Design Only	 Envelopes-Catalog	 FC Diploma
 Flyers	 Hard to Explain/Custom	 Laminate only	 Manual	 Postcards	 Posters/Banners
 Presentation Folder					

Example – Black Ink Copies

Step 2 SELECT FINISHED SIZE FOR BLACK INK COPIES

Step 2: Select Finished Size for Black Ink Copies

What best describes the Finish Size of your Printing Request?

 8-1/2 x 11	 8-1/2 x 14	 11 x 17
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Select Finished Size

Step 3

PRINT ORDER INFORMATION

Step 3: Print Order Information

Job Type Black Ink Copies - 8-1/2 x 11
Contact Rebecca Guillen
Phone 714-808-4599
Site DIST/Print & Design

Edit Site Information

Job Name

of copies [What is this?](#)

Number of copies, total finished sets you need to have back.

Main Paper

Format 1 Sided 2 Sided

Originals [What is this?](#)

Number of pages, you'll need to count the originals.

Ink Color Black

Stock Style [What is this?](#)

Use the down arrow to toggle between different weights.

Stock Weight **20#** [What is this?](#)

- Paper Color
- | | |
|------------------------------------|--|
| <input type="radio"/> Blue | <input type="radio"/> Bright Blue |
| <input type="radio"/> Bright Green | <input type="radio"/> Bright Pink |
| <input type="radio"/> Bright Red | <input type="radio"/> Bright Yellow |
| <input type="radio"/> Buff | <input type="radio"/> Canary |
| <input type="radio"/> Cream | <input type="radio"/> Goldenrod |
| <input type="radio"/> Gray | <input type="radio"/> Green |
| <input type="radio"/> Orchid | <input type="radio"/> Pink |
| <input type="radio"/> Salmon | <input checked="" type="radio"/> White |

Choose your color of stock.

<< Back

Continue >>

*The color displayed is a close approximation of the paper color. Due to differences in monitor displays the actual paper color may vary.

Step 4 FINISHING

Step 4: Finishing

Binding None **Change**

None **E** Staple 1 Top Laminating (8 1/2 x 11)

E Comb Bind

Cutting None **Change**

None Horizontal 2 up Vertical 2 up

Hole Punches None **Change**

None **E** 2 Top **E** 3 Side

Collating No Collating Collate

Special Instructions (Indicate Shrink Wrap request here):

Click on "Change" to toggle between None and bindery choices.

Step 5 ATTACH FILE

Step 5: Attach Files

Attach a File?

Attach PDF file by choosing Yes

If you ARE NOT attaching a file to your order, send your originals to District Printing and Design and attach a copy of the printing request to them (you have the option of printing a copy of the request at the end of your order).

NOTE: Check the quality of your originals before submitting. What you submit is what you will get in return. We do our best to fixed skewed copies, darken light copies, and clean up images.

We will NOT print anything that clearly has a copyright without permission from the author or publisher.

Step 6

BILLING AND DELIVERY

Step 6: Billing and Delivery

Job Name Sample Job
Type Black Ink Copies - 8-1/2 x 11
*Please contact our office for an estimate for this request

Site DIST/Print & Design

Billing You are viewing all account numbers...

14000-1220-44110-6770

Additional Billing Instructions
(Enter new account number here)

Shipping Information

Suggested Due Date 09/06/2023  Suggested Due Date is required.

Delivery
 Hold For Pick Up
 Ship To Address
 Ship to Site

Site DIST/Print & Design

Attn Sample Name

Mail Stop or Area

Shipping Address 1830 W. Romneya Drive

Address2

City Anaheim

State (Abbreviation) CA

Postal Code 92801

Country

Back

Save As Quote

Cancel Order

Finish

Your site should show up here

Your default budget number will show here, use the toggle button to select the correct one.

Select a due date. The default due date is a minimum of 4 days. Due to the volume of work, and to be fair to others, please submit your work in a timely manner. If you need a quick turnaround, please contact us and we will do our best to accommodate you.

Click finish to submit your order.

ORDER PROCESS COMPLETE

Once submitted you will receive an email confirmation from Print Shop Pro.

Order Process Complete

Your order has been submitted. Thank you!

Print Order # **15387** [View Order Summary](#) [Print Job Ticket](#)

Job Name **Sample Name**

Current Status **In Production**

Thank you for your order. Please Click Print Ticket and send it to the Printshop with the necessary artwork.

[Add Another Print Order to this Project](#)

Click Print Job Ticket to print a hard copy of your request to submit with your originals if you did not attach them.

**Follow the same basic steps for all other print categories—
If you are unsure which category your project fit under, select "Hard to Explain/Custom"**

Black Ink Copies Color Copies Brochures NCR Forms Pads Announcement Envelopes

Board Agenda Books or booklets Business Envelopes Design Only Envelopes-Catalog FC Diploma

Flyers Hard to Explain/Custom Laminate only Manual Postcards Posters/Banners

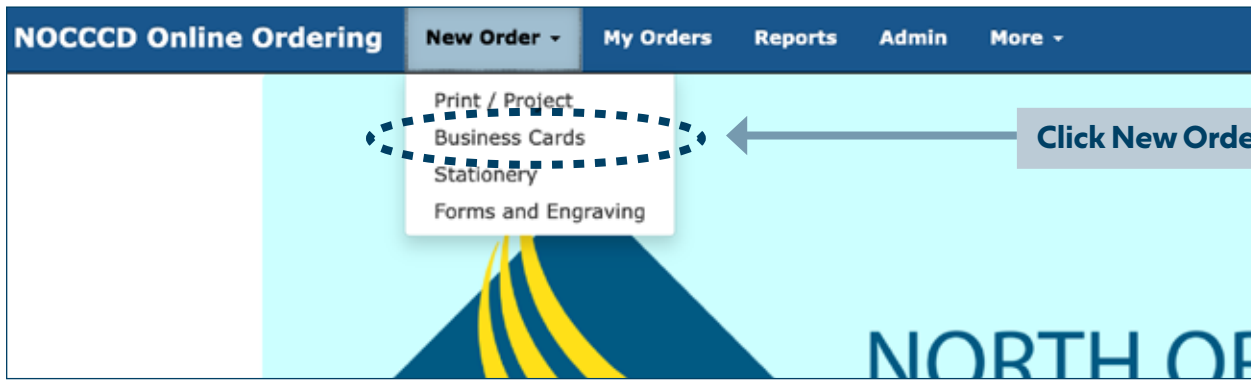
Presentation Folder

Use this if you only need something designed with NO PRINTING

Use only if you don't know what category suits your project!

Use this if you only need something designed with NO PRINTING

NEW ORDER > BUSINESS CARDS



A screen will pop up with campus specific business card templates - Click on your campus



Build Your Item

NOCE ANA Business Cards

Name:

Title:

Department (optional):

Phone #:
Please enter in Phone number as seen in the given example (i.e. 714.808.5555)

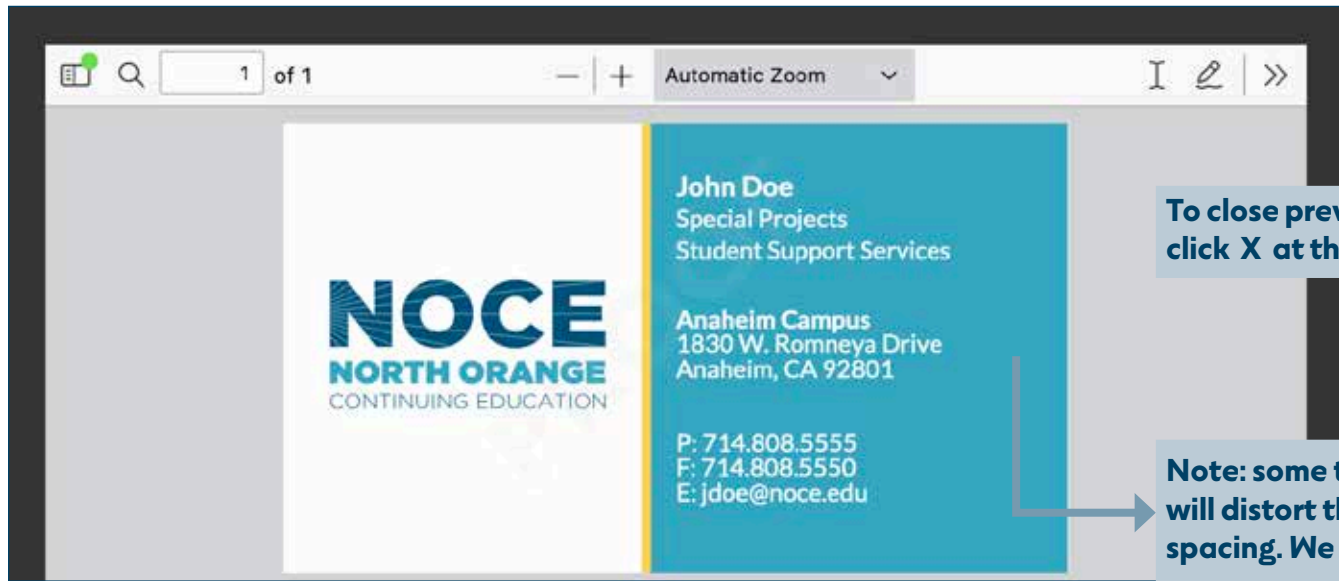
Fax #:
Please enter in Fax number as seen in the given example (i.e. 714.808.5555). Fax number is optional.

Email Address:
Please use your @noce.edu email address.

Fill in the text boxes with the card information. If you enter a field with an invalid format the system will alert you. Read the instructions under the prompt for the correct format.

Click Continue at the bottom to see a preview of your card

If your card is not the standard set up or has additional lines of information-fill out the order to the best of your ability. Note any extra information in the special instructions box.



Proofread Your Order

Verify the text for this order is correct and click "Continue." To make changes, click "Back."

NOCE ANA Business Cards

The preview shows a business card for Erica Kane, Counselor, Disability Support Services at NOCE North Orange Continuing Education, Anaheim Campus. The card includes the address, phone number (714.808.5555), fax number (714.808.5555), and email address (ekane@noce.edu).

Preview PDF

Name:	John Doe
Title:	Special Projects
Department (optional):	Student Support Services
Phone #:	714.808.5555
Fax #:	714.808.5550
Email Address:	jdoe@noce.edu

Text approved?

Digital proof accepted?

[Back](#) [Continue](#)

A callout box points to the two checkboxes with the text: "Check these two boxes to approve and click continue, or use the back button to make changes."

Complete the order information - contact, site, budget number and select quantity

Contact and Order Information



NOCE ANA Business Cards

Order Information

Job Name

Who are you ordering this for? ex: Business Cards, R. Green.

Contact Information

Contact Name

Phone Number

Site / Dept

Budget number

Additional Billing Instructions (Enter new account number here)

Quantity

- 100 (\$25.00)
- 250 (\$30.00)
- 500 (\$45.00)

Special Instructions

Shipping Information

Suggested Due Date

- Delivery
- Hold For Pick Up
 - Ship To Address
 - Ship to Site

Site

Attn

Mall Stop or Area

Shipping Address

Address2

City

State (Abbreviation)

Postal Code

Country

[Back](#)

[Continue](#)

Use this box to add information, additional phone #'s, etc...

Select delivery date and shipping info. if different from what is populated.

Click Continue to go to order summary - click Finish to submit the order.

Order Summary

Order #: 15388
Order Name: NOCE ANA Business Cards for John Doe (250)
Total Price: \$30.00

[Preview PDF](#)

Template Field Entries

Name: John Doe
Title: Special Projects
Department (optional): Student Support Services
Phone #: 714.808.5555
Fax #: 714.808.5550
Email Address: jdoe@noce.edu

[Back](#) [Save as Quote](#) [Cancel Order](#) [Finish](#)

Order Process Complete.

Your order has been submitted. Thank you!

Thank you. Your order has been submitted.

Order #: 15388
Order Name: NOCE ANA Business Cards for John Doe (250) (250) [View Order Details](#)
Total Price: \$30.00

This screen is your order confirmation - click on View Order Details to take you to the next screen where you can print the job ticket for your records or to submit with a custom card set up.


NOCCCD Online Ordering New Order - My Orders Reports Admin More - 00757480



Order Detail for Order ID 10388

Job Name: NOCE ANA Business Cards for John Doe (250) (250) **Status:** Pending Approval
Site/Dept: DIST/Print & Design **Order Category:** Business Card **Batch Due:** 8/1/2023
Contact: Rebecca Gullian **Finish Size:** 3 1/2 x 2 **Due Time:**
Account Number: 14000-1220-44110-4770
Terms:
Additional Billing Instructions (Enter new account number here):
Graphic Design:
Date Ordered: 8/25/2023

of Bats: 250 **Telephone:** 714-908-5555 **APPROVED TEXT FOR PRINTING:** John Doe | Special Projects | Student Support Services | Anaheim Campus | P: 1830 W. Romney Drive | Anaheim, CA 92801 | 714.908.5555 | F: 714.908.5555
Special Instructions: jdoe@noce.edu

Paper	Purpose	Size	Style	Color	Weight	Sides	Originals
		8-1/2 X 11	Coated Over	White	10pt	Two Sided	1 / 1

Attachments	File Name	File Size	Sub Order	Type	# of Sheets	Note	Approval
	15388_BKG_08252023.pdf		1	Document	1	Template PDF file. OK As Is - Proceed with Printing	

Binding: None
Folding: None
Cutting: None
Hole Punch: None
Collate: 
Reverse Collate: 

Ship To: Ship to Other
Attn: Rebecca Gullian
Mail Stop or Area:
Address1: 1830 W. Romney Dr.
Address2:
City, State, Postal Code: Anaheim, CA 92801
Country:
Shipping Phone: 714-908-5555
Delivery Note:
Customer Note:


You can print the job ticket for your records or to submit with a custom card set up.

Follow the same process for envelopes and letterhead. Follow the prompts, it's pretty simple!

Remember if your project deviates from the standard set-up, fill out the information as much as possible, then send us a copy or the special verbiage.

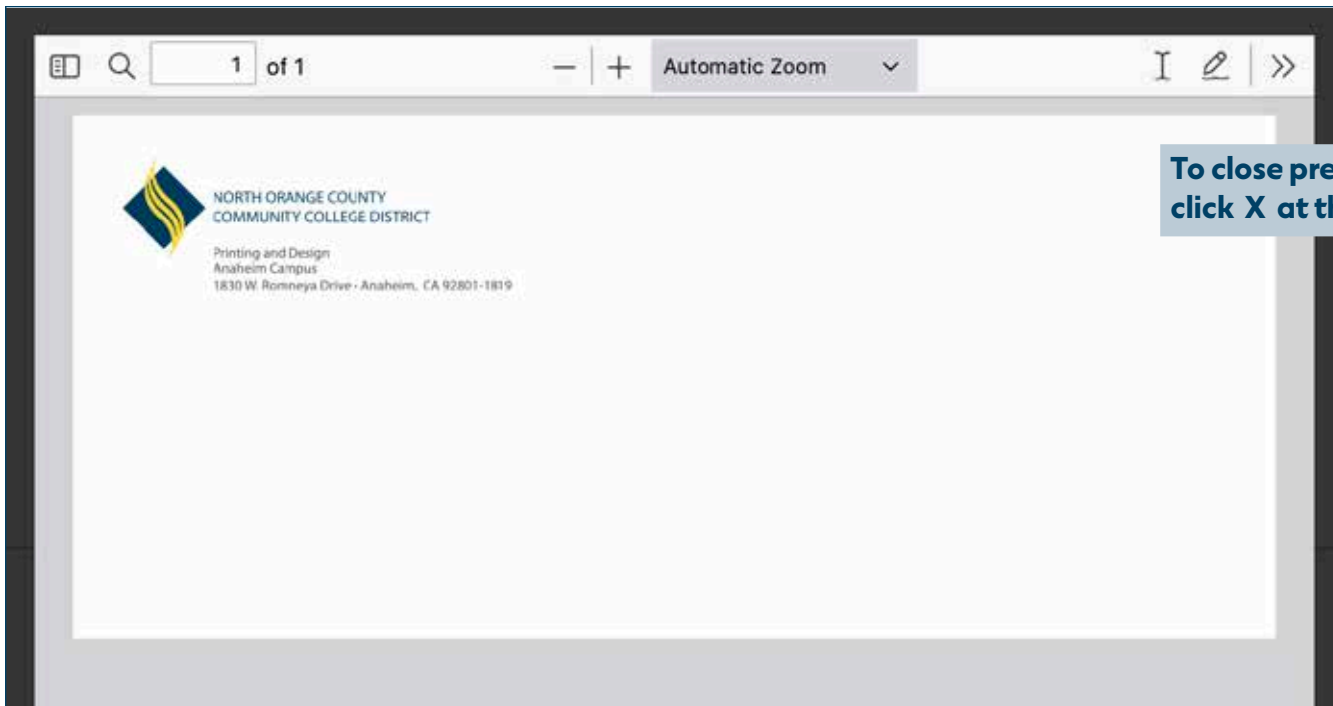
Build Your Item

DIST #10 Reg Envelope 3 color



department name (all caps):

Department name needs to be in CAPS.



To close preview, click X at the top.

Proofread Your Order

Verify the text for this order is correct and click "Continue." To make changes, click "Back."

DIST #10 Reg Envelope 3 color

department name (all caps): PRINTING AND DESIGN

Text approved:

Digital proof accepted:

Check these two boxes to approve and click continue, or use the back button to make changes.

Contact and Order Information



DIST #10 Reg Envelope 3 color

Order Information

Job Name

Who are you ordering this for? ex: Business Cards, R. Green

Contact Information

Contact Name

Phone Number

Site / Dept

Budget number

Additional Billing Instructions (Enter new account number here)

Quantity

- 500 (\$55.00)
- 1000 (\$105.00)
- 1500 (\$145.00)
- 2000 (\$195.00)
- 2500 (\$240.00)
- 5000 (\$470.00)

Special Instructions

If you do not see your budget number in the drop down, you can add it here.

Continued on next page

Continued from previous page.

Order Summary

Order #: 15389
Order Name: **Dist. Printing and Design Regular Envelopes (1500)**
Total Price: \$145.00

[Preview PDF](#)

Template Field Entries

department name (all caps): PRINTING AND DESIGN

[Back](#) [Save as Quote](#) [Cancel Order](#) [Finish](#)

Order Process Complete.

Your order has been submitted. Thank you!

Thank you. Your order has been submitted.

Order #: 15389
Order Name: **Dist. Printing and Design Regular Envelopes (1500)**
Total Price: \$145.00

[View Order Details](#)

This screen is your order confirmation - click on **View Order Details** to take you to the next screen where you can print the job ticket for your records or to submit with a custom card set up.

NEW ORDER > FORMS AND NAME BADGES/NAME PLATES

NOCCCD Online Ordering

- New Order >
- My Orders
- Reports
- Admin
- More >

- Print / Project
- Business Cards
- Stationery
- Forms and Engraving

[Click New Order > Forms and Engraving](#)

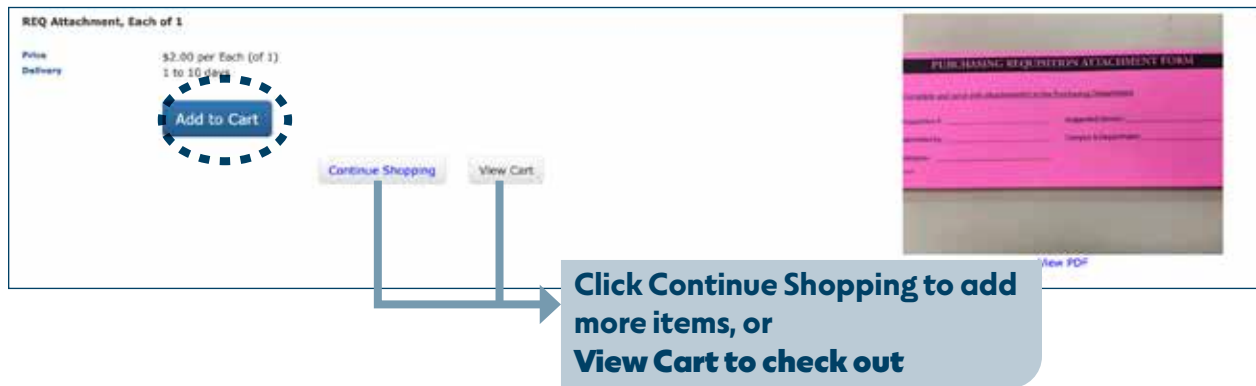
NORTH OF

Most Standard forms can be found in this area:

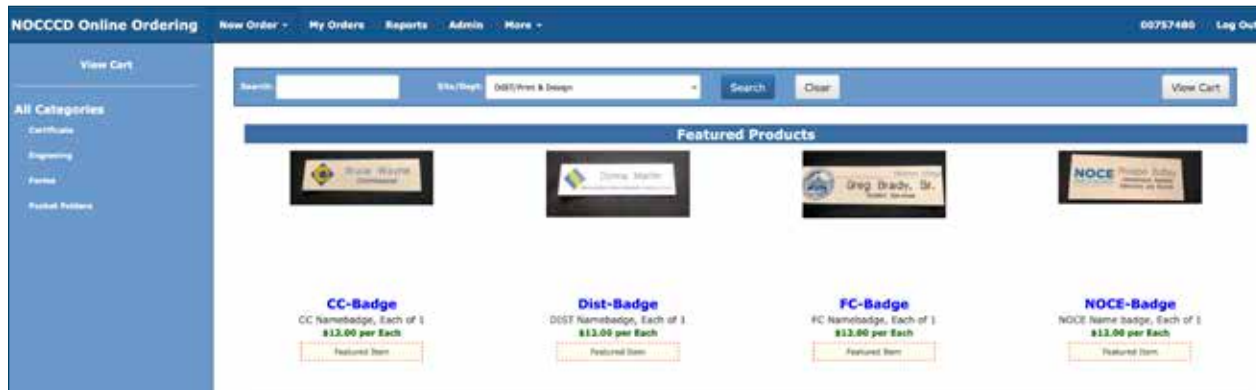
Pink RQ Attachments, Green Travel RQ Attachments, Time Cards, Accident Report, etc.



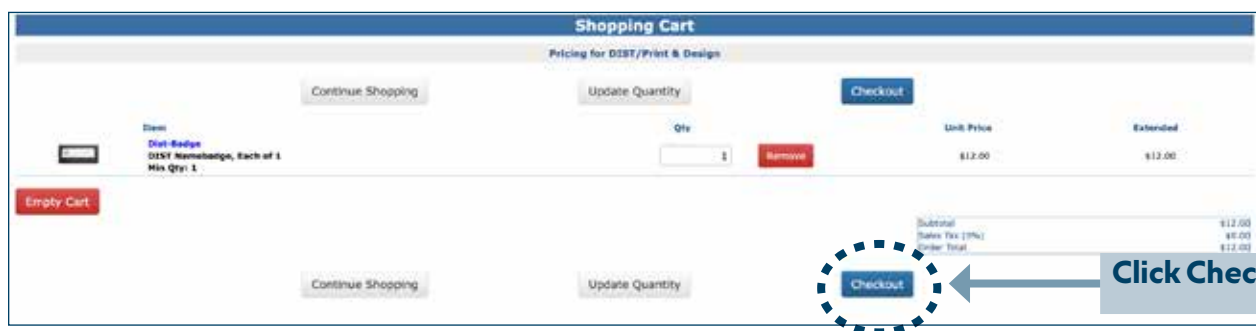
Click on the item you'd like to order and Add to Cart.



This is also where you will find name badges for each campus and name/desk plates.



Click on the item and you will be prompted to add to your cart.



Contact Information

Contact Information

Contact Name

Monica Farias

Phone Number

7148084603

Site / Dept

DIST/Print & Design



Billing Information

Budget number

11100-1125-44110-6760



Additional Billing Instructions

Shipping Information

Suggested Due Date

9/6/2023



Delivery

- Hold For Pick Up
- Ship To Address
- Ship to Site

Continued from previous page.

Attn

Mail Stop or Area

Shipping Address

Address2

City

State (Abbreviation)

Postal Code

Country

Instructions

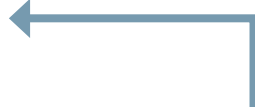
Notes

ion

Use this box to type name/
title for badges



Submit Order.





NOCCCD Online Ordering New Order - My Orders Reports Admin More - 00757488 Log Out

My Orders

Order Filter for Rebecca Reulken

Print Category: All Orders | Job/Dept: | Created Date Start: 00/00/0000 | Status Date Start: 00/00/0000 | # Records per Page: 100 | Display

Status Category: All | Job Name: | Created Date End: 00/00/0000 | Status Date End: 00/00/0000 | Budget Number Variable: | My Orders Only

Order Type: All Types | OrderID: | Project Code: | Requirement Code: | Apply Filter | 2 Orders Found | Export List | WDA Accessibility Instructions

OrderID	Type	Req.	Est. Name	Contract	Project	Job/Dept Code	Budget Number	Amount	Created Date	Status Date	Approved	Status	View	Actions	Default Quote	Default Quote
11388	Print	016	District Printing and Design Regular Announcements (1300)	Monica Paris	000(Print & Design)	24200-1220-00120-0770	180	8/25/2021	8/25/2021	No	Pending Approval	View				
11389	Print	016	NOCCD 4848 Business Cards for John Bear (200) (200)	Sandy Semer	000(Print & Design)	24200-1220-00120-0770	180	8/25/2021	8/25/2021	No	Pending Approval	View				
							Total of visible amounts	\$0.00								

You can search by job name, date, budget #

For now, each job will go into billing review to check for accuracy prior to being posted. Once price is posted, you will be able to see it here.

If you have any questions, please don't hesitate to call.

District Printing and Design
 Anaheim Campus - Room 160
 714-808-4600