

First Time User Instructions

Welcome to Chico State University's Print Shop Pro (PSP) our new online Web-to-Print solution. It will allow the 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: csuchico.webdeskprint.com.

First Time Login-This is a simple 4 step process.

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.

Step 1

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



Step 2

Select the Chico State Employees button.

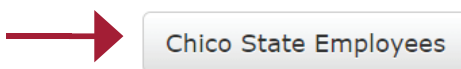
Chico State Employees

EXISTING USER:

- Select the 'Chico State Employees' button
- Sign in to the Chico State page

FIRST TIME USER:

- Select the 'Chico State Employees' button
- Sign in to the Chico State page
- Enter information into the required fields
- Select Update
- You will be notified when your account has been approved.



Step 3

Enter your credentials.

California State University Chico

Login

Username:

Password:

[Forgot Password?](#)
[Forgot Username?](#)

Security Notice:
Remember to close your browser window when you are done.

Need Help?
For account support call 530-898-HELP (4357)

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Step 4

Create your PSP User profile. Please be sure to fill in all highlighted areas.

Printing Services

New Order ▾

My Orders

Reports

More ▾

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

Contact Information

First Name*	Jane	
Middle Initial		
Last Name*	Doe	
Email Address*	jdoe@csuchico.edu	
Phone Number*	555-555-5555	
Site/Department*	Print Shop ▾	Choose your department from the drop down list
Site Mail Stop or Area*	0275	Enter your department campus zip code
Site Address Line 1*	400 West First Street	
Site Address Line 2*	Meriam Library Room 035	Include your building and room number for delivery service
Site City*	Chico	
Site State	California ▾	
Site Postal Code*	95929	
Site Country		

Available Budget Codes

View Budget Codes

Create Your Login

User Name*	JDoe
Password*	*****
Confirm Password	

Select an Action

Update

Back

If you need any assistance, please contact us at 530-898-5992 or copycenter@csuchico.edu.