



IC OFFICE OF STUDENT ENGAGEMENT

# HOW TO PRINT A BULLETIN BOARD THROUGH THE IC PRINT SHOP

*A STEP-BY-STEP BREAKDOWN*

## HOW TO PRINT A BULLETIN BOARD

# STEP 1

GO TO THE [CENTER FOR PRINT PRODUCTION PAGE](#) ON THE IC WEBSITE AND CLICK ON **GET STARTED WITH WEBCRD** OR CLICK [HERE](#)

## Center for Print Production

[Home](#) / [Office of Business and Finance](#) / [Center for Print Production](#)

[Office of Business and Finance](#)

[IC Finance Cloud](#)

[Financial Services](#)

[Procurement](#)

[Conference and Event Services](#)

[Center for Print Production](#)

[WebCRD Online Print Ordering System & Standard Print Order Completion Times](#)

[Our Services](#)

### Welcome to the Center for Print Production

Located on the first floor of the [Center for Public Safety and General Services building](#), Ithaca College's **Center for Print Production** offers an extensive array of [professional digital printing and duplicating services](#). The print center is open to the entire IC community. We also work with many small businesses, non-profit organizations, and community groups across our region.

Ordering at the print shop is done using our Web-to-Print platform: [WebCRD](#). WebCRD makes it simple and fast to submit your print jobs to the Center for Print Production. You'll have access to interactive on-screen previews, instant estimates, and easy job presets throughout the ordering process, which will save you time and help us deliver better, more cost-effective results.


[GET STARTED WITH WEBCRD](#)



# STEP 2

LOG IN WITH YOUR NETPASS CREDENTIALS

**Login**  
Use your IC Netpass credentials to log in to the Standard Account below.



Domain

Standard Account ▾

User ID

Password


Log In

## STEP 3

CLICK **GO** UNDER "THE IC CATALOG"

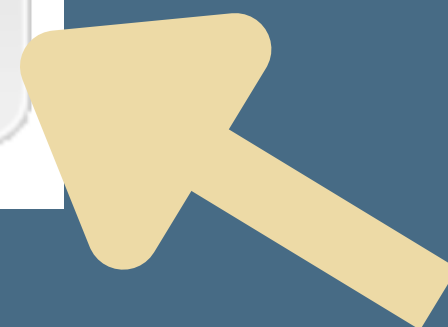
**The IC Catalog**

Browse catalog and order IC stationery, envelopes, business cards, notecards, mailing labels...**PLUS** intercampus envelopes, phone message pads and more.



[Advanced Search](#)

**Go**



## STEP 4

SEARCH FOR "BULLETIN BOARD" IN THE ITEM SEARCH BAR










Item Search	
<b>Search</b>	Bulletin Board
<a href="#">Show Advanced Search Criteria</a>	

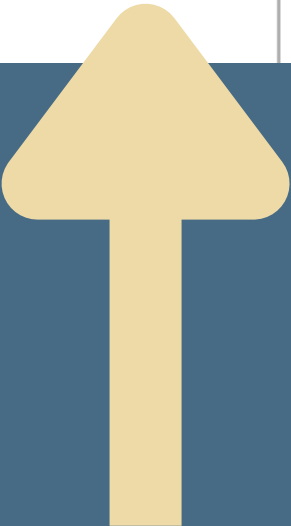
HOW TO PRINT A BULLETIN BOARD

STEP 5

CLICK **ORDER ITEM** FOR THE BULLETIN BOARD YOU HAVE BEEN APPROVED TO USE

SEE BULLETIN BOARD GUIDE FOR NUMBER IDENTIFICATION

	<p><b>Student Org Bulletin board #3</b></p> <p>Use your own graphic for Student Organization bulletin boards</p> <p>Located in <b>Center for Print Production Items / Student Organization Bulletin Boards</b></p>	<p><b>\$49.59</b></p> <p>Order Item</p>
	<p><b>Student Org Bulletin board #4</b></p> <p>Use your own graphic for Student Organization bulletin boards</p> <p>Located in <b>Center for Print Production Items / Student Organization Bulletin Boards</b></p>	<p><b>\$35.35</b></p> <p>Order Item</p>
	<p><b>Student Org Bulletin board #5</b></p> <p>Use your own graphic for Student Organization bulletin boards</p> <p>Located in <b>Center for Print Production Items / Student Organization Bulletin Boards</b></p>	<p><b>\$35.35</b></p> <p>Order Item</p>
	<p><b>Student Org Bulletin board #6</b></p> <p>Use your own graphic for Student Organization bulletin boards</p> <p>Located in <b>Center for Print Production Items / Student Organization Bulletin Boards</b></p>	<p><b>\$35.35</b></p> <p>Order Item</p>
	<p><b>Student Org Bulletin board #7</b></p> <p>Use your own graphic for Student Organization bulletin boards</p> <p>Located in <b>Center for Print Production Items / Student Organization Bulletin Boards</b></p>	<p><b>\$15.04</b></p> <p>Order Item</p>
	<p><b>Student Org Bulletin board #8</b></p> <p>Use your own graphic for Student Organization bulletin boards</p> <p>Located in <b>Center for Print Production Items / Student Organization Bulletin Boards</b></p>	<p><b>\$15.04</b></p> <p>Order Item</p>
	<p><b>Student Org Bulletin board #9</b></p> <p>Use your own graphic for Student Organization bulletin boards</p> <p>Located in <b>Center for Print Production Items / Student Organization Bulletin Boards</b></p>	<p><b>\$15.04</b></p> <p>Order Item</p>
	<p><b>Student Org Bulletin board OUTSIDE</b></p> <p>Use your own graphic for Student Organization bulletin boards</p> <p>Located in <b>Center for Print Production Items / Student Organization Bulletin Boards</b></p>	<p><b>\$15.16</b></p> <p>Order Item</p>
	<p><b>Student Org Bulletin boards #1 and 2</b></p> <p>Use your own graphic for Student Organization bulletin boards</p> <p>Located in <b>Center for Print Production Items / Student Organization Bulletin Boards</b></p>	<p><b>\$65.39</b></p> <p>Order Item</p>





## STEP 6

CLICK **CHOOSE FILE** TO UPLOAD YOUR GRAPHIC AND CLICK **UPDATE PREVIEW** TO SEE A PREVIEW


**Interactive**

**GRAPHIC\*** Choose File no file selected

\* fields with an asterisk are required

## STEP 7

SELECT QUANTITY (1) AND CLICK **ADD TO CART** THEN **CHECKOUT**

 PRINT ORDERS MAY BE PICKED UP AT THE DESIGNATED DOOR AT THE PRINT CENTER MONDAY - FRIDAY 8am to 5pm


### Configure Template - Student Org Bulletin board #3

**Template Instructions**


Click "Choose File". Navigate to the graphic file you'd like to use and double-click. Click "Update Preview". Enter order quantity and add to cart. Please use graphics with sufficient resolution.

**Form Fields**

**Interactive** From Contacts

**GRAPHIC\*** logo-ithaca.gif 

\* fields with an asterisk are required

**Preview**

Update Preview Page 1 / 1 Go View Proof

Order Quantity (# copies) 0

Cancel Add to Cart Checkout

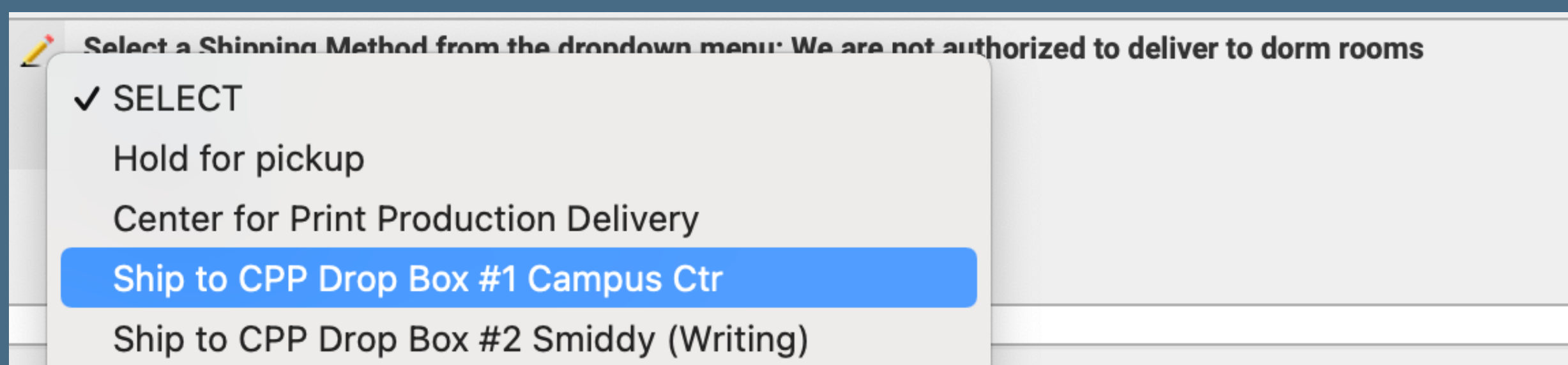


## HOW TO PRINT A BULLETIN BOARD

# STEP 8

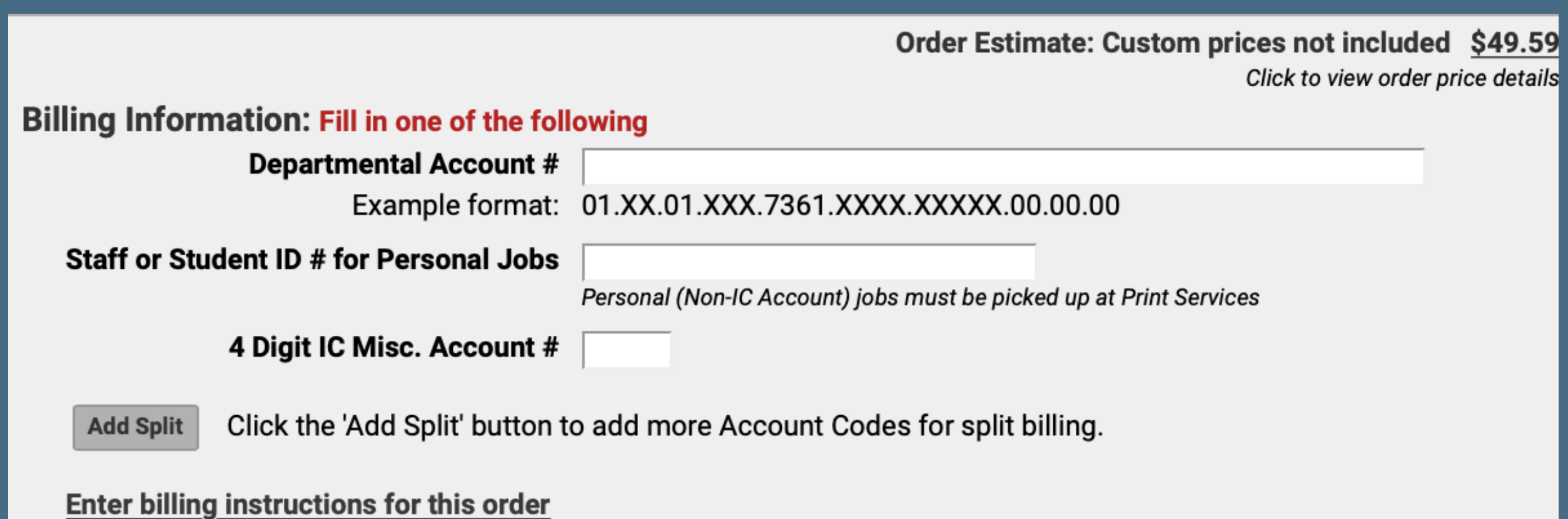
*SELECT **SHIP TO CPP DROP BOX #1**  
**CAMPUS CTR** FOR SHIPPING METHOD*

*THIS WILL SEND THE COMPLETED PRINT TO THE  
OFFICE OF STUDENT ENGAGEMENT*

A screenshot of a web interface showing a shipping method selection dropdown. The dropdown is open, displaying four options: 'SELECT' (with a checkmark), 'Hold for pickup', 'Center for Print Production Delivery', and 'Ship to CPP Drop Box #1 Campus Ctr' (highlighted in blue). Below these is 'Ship to CPP Drop Box #2 Smiddy (Writing)'. Above the dropdown, a message reads: 'Select a Shipping Method from the dropdown menu: We are not authorized to deliver to dorm rooms'.

# STEP 9

*FILL OUT APPLICABLE BILLING INFORMATION*

A screenshot of a web form for billing information. At the top right, it says 'Order Estimate: Custom prices not included \$49.59' with a link 'Click to view order price details'. The main section is titled 'Billing Information: Fill in one of the following'. It contains three input fields: 'Departmental Account #' with an example format '01.XX.01.XXX.7361.XXXX.XXXXX.00.00.00', 'Staff or Student ID # for Personal Jobs' with a note 'Personal (Non-IC Account) jobs must be picked up at Print Services', and '4 Digit IC Misc. Account #'. There is an 'Add Split' button and a note 'Click the 'Add Split' button to add more Account Codes for split billing.' At the bottom, there is a field for 'Enter billing instructions for this order'.

***STUDENT ORGANIZATIONS MUST HAVE FUNDING IN THEIR  
ACCOUNT TO ORDER A BULLETIN BOARD.***

*IF YOU HAVE QUESTIONS REGARDING REQUESTING FUNDING FOR A  
BULLETIN BOARD FROM SGC, YOU CAN REACH OUT TO THE VP OF BUSINESS  
AND FINANCE AT [SGCBUSINESS@ITHACA.EDU](mailto:SGCBUSINESS@ITHACA.EDU).*

HOW TO PRINT A BULLETIN BOARD

# QUESTIONS?

***CONNECT WITH THE OFFICE OF STUDENT  
ENGAGEMENT IN THESE WAYS:***

*CALL 607-274-3222*

*EMAIL [OSE@ITHACA.EDU](mailto:OSE@ITHACA.EDU)*

*VISIT THE THIRD FLOOR OF CAMPUS CENTER  
MONDAY-FRIDAY FROM 9AM-5PM*