Registration - Goshen College Departments

If your department possesses a GC email username/password, you can register your departmental account following the instructions found here. Simply use your department username and password to setup the account. (Examples of departmental accounts would include "media@goshen.edu", "printing@goshen.edu", etc.)

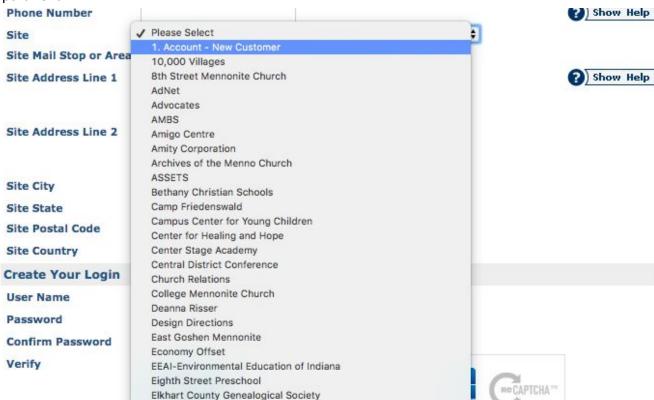
If your department does NOT already possess a departmental GC username/password, please follow these instructions to setup an account.

Some departments have chosen to not use their GC email username/password logins because the users who have access to the departmental account might be different than the users who manage print jobs. In that situation, departments often choose to set up a unique username/password for Webdesk.

- 1. Go to: psp.goshen.edu
- 2. Click "Register now" in the top right corner of the homepage.
- 3. You will be redirected to a blank registration page, to insert your department information.
 - a. <u>DO NOT</u> navigate away from this page before you're done, or you will NOT be able to finish entering your profile information accurately
- 4. The "Site Address" and following information, should be related to your department billing address. In most cases, this is the address for Goshen College.
 - a. Please enter your department name as follows:
 - i. First Name: *Your department's name*
 - ii. Last Name: Department
 - b. You do **NOT** need to enter a value for "Site Mail Stop or Area"

Contact Information		
First Name	*Department Name*	
Middle Initial		
Last Name	Department	
Email Address	department@goshen.edu	Show Help
Phone Number	xxx-xxx-xxxx	? Show Help
Site	Please Select ▼	
Site Mail Stop or Area		
Site Address Line 1	1700 S Main St	?) Show Help
Site Address Line 2		
Site City	Goshen	
Site State	Indiana ▼	
Site Postal Code	46526	
Site Country	USA	

5. Select the "Site" drop down menu and choose the name that best describes your department.



6. You will then have the ability to enter a **username** and **password** of your choice. The username is typically the name of the department.



- 7. When you're done filling out all your information, click "Register" at the bottom of the page.
- 8. You will see a registration confirmation page like the one shown below

Your profile information has been updated.

- GO Click here to return to your profile
- GO Return to homepage
- 9. You can click "Return to homepage" and begin placing your order with Printing and Mailing.