

## 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](mailto:media@goshen.edu)”, “[printing@goshen.edu](mailto: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](http://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. **DO NOT 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	<input type="text" value="*Department Name*"/>	
Middle Initial	<input type="text"/>	
Last Name	<input type="text" value="Department"/>	
Email Address	<input type="text" value="department@goshen.edu"/>	<a href="#">? Show Help</a>
Phone Number	<input type="text" value="xxx-xxx-xxxx"/>	<a href="#">? Show Help</a>
Site	<input type="text" value="Please Select ▼"/>	
Site Mail Stop or Area	<input type="text"/>	
Site Address Line 1	<input type="text" value="1700 S Main St"/>	<a href="#">? Show Help</a>
Site Address Line 2	<input type="text"/>	
Site City	<input type="text" value="Goshen"/>	
Site State	<input type="text" value="Indiana ▼"/>	
Site Postal Code	<input type="text" value="46526"/>	
Site Country	<input type="text" value="USA"/>	

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

The screenshot shows a registration form with the following fields: Phone Number, Site, Site Mail Stop or Area, Site Address Line 1, Site Address Line 2, Site City, Site State, Site Postal Code, Site Country, Create Your Login, User Name, Password, Confirm Password, and Verify. The 'Site' dropdown menu is open, displaying a list of options: Please Select, 1. Account - New Customer, 10,000 Villages, 8th Street Mennonite Church, AdNet, Advocates, AMBS, Amigo Centre, Amity Corporation, Archives of the Menno Church, ASSETS, Bethany Christian Schools, Camp Friedenswald, Campus Center for Young Children, Center for Healing and Hope, Center Stage Academy, Central District Conference, Church Relations, College Mennonite Church, Deanna Risser, Design Directions, East Goshen Mennonite, Economy Offset, EEAI-Environmental Education of Indiana, Eighth Street Preschool, and Elkhart County Genealogical Society. The 'Create Your Login' section is highlighted. There are 'Show Help' buttons on the right side of the form.

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.

The screenshot shows the 'Create Your Login' section of the registration form. It includes input fields for User Name, Password, and Confirm Password, followed by a Verify section. The Verify section contains a CAPTCHA image with the words 'student' and 'carabinieri' and a 'noCAPTCHA' logo. Below the CAPTCHA is a text input field labeled 'Type the text' and a 'Privacy & Terms' link. At the bottom of the form, there are two buttons: 'Register' and 'Back'.

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.