

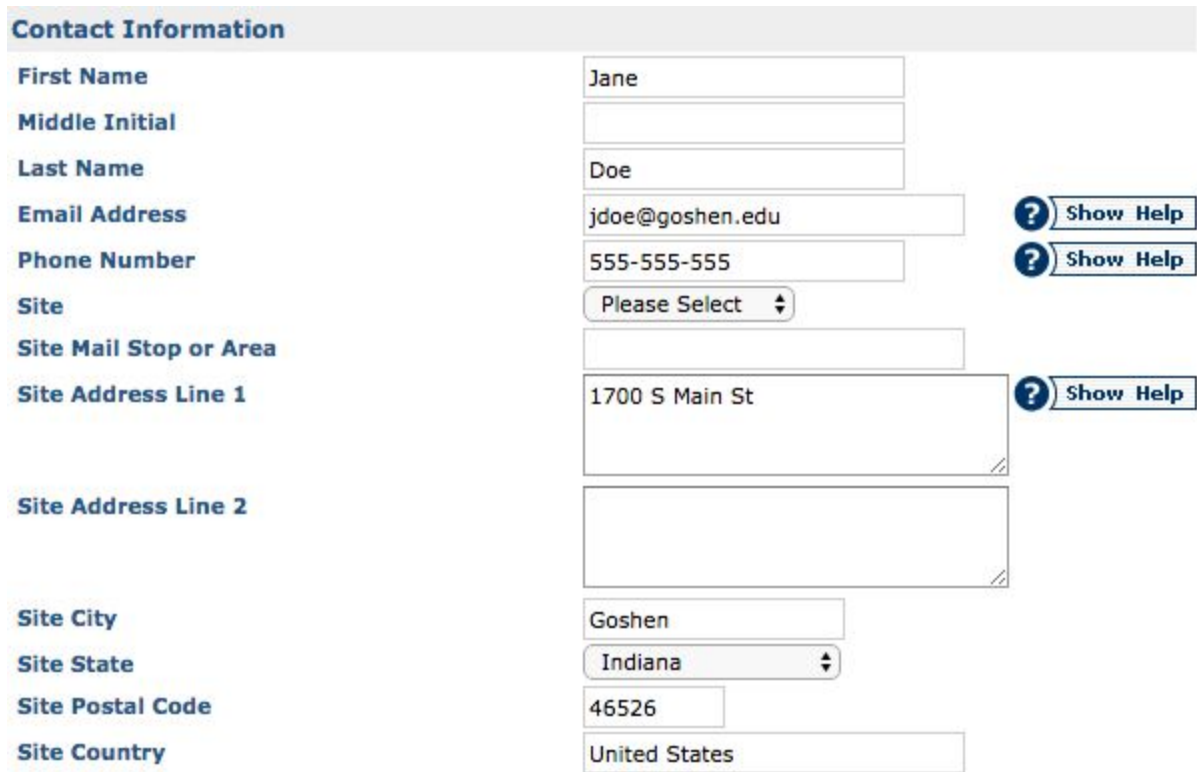
Registration -Faculty/Staff

1. Go to: psp.goshen.edu
2. Click “Log In” in the top right corner of the homepage.



The image shows a login form titled "Registered Users". It contains two input fields: "User Name" and "Password". Below these fields is a blue "Login" button. To the right of each input field is a "Show Help" button with a question mark icon.

3. Enter your GC username and password; this will register you as a new user in Webdesk.
4. You will be redirected to your profile, to update your contact information.
 - a. Some of these fields may be automatically filled in
 - b. **DO NOT** navigate away from this page or you will NOT be able to finish entering your profile information accurately
5. The “Site Address” and following information, should be your billing address.
 - a. You do NOT need to enter a value for “Site Mail Stop or Area”



The image shows a "Contact Information" form. It contains the following fields and values:

First Name	Jane	
Middle Initial		
Last Name	Doe	
Email Address	jdoe@goshen.edu	Show Help
Phone Number	555-555-555	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	United States	

6. Select the “Site” drop down menu and choose the department, or name, that **best** describes you.
 - a. **If you need multiple departmental access on your profile, please email Printing@goshen.edu to request access**
 - b. **If you DO NOT see a site that aligns with your department, pick one that fits the best.**

- i. **During your first printing job order, you will be able to specify that your departmental account was not present in the drop down menu.**

The image shows a registration form with several fields on the left and a dropdown menu on the right. The fields are: 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, and Password. The dropdown menu is open, showing a list of departmental accounts. The top of the menu says "Please Select". The list includes: GC - Institute for the study of Global Anabaptists, GC - Institutional Research, GC - International Education, GC - International students, GC - Intramurals, GC - ITS, GC - ITS-Media (highlighted in blue), GC - Java Bucks?, GC - Java Junction, GC - Jennifer Schrock, Valentines Day?, GC - Kathryn Aschliman, GC - Library, GC - Lifelong Learning, GC - LIFT, GC - Loan Collections, GC - Lupe Arellano-Nelson Maple Scholar?, GC - Mailing, GC - Maintenance, GC - Maple Leaf Athletic Club, GC - Maple Scholars, and GC - Maple Scholars-Deacons?.

- 7. When you're done filling out all your information, click "Update" 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.