Registration - GCstudent

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

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”

6. Select the “Site” drop down menu and choose “GC-student”
7. When you’re done filling out all your personal 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.

Click here to return to your profile

Return to homepage

9. You can click “Return to homepage” and begin placing your order with Printing and Mailing.