

Registration -GCstudent

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

| Registered Users | |
|------------------|--|
| User Name | <input type="text"/> |
| Password | <input type="password"/> |
| | <input type="button" value="Login"/> |
| | <input type="button" value="Show Help"/> |
| | <input type="button" value="Show Help"/> |

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”

| Contact Information | |
|------------------------|--|
| First Name | <input type="text" value="Jane"/> |
| Middle Initial | <input type="text"/> |
| Last Name | <input type="text" value="Doe"/> |
| Email Address | <input type="text" value="jdoe@goshen.edu"/> |
| Phone Number | <input type="text" value="555-555-555"/> |
| 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"/> |
| 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="United States"/> |

6. Select the “Site” drop down menu and choose “GC-student”

| | |
|-------------------------------|--------------------------------|
| Site | Please Select |
| Site Mail Stop or Area | GC - Softball |
| Site Address Line 1 | GC - Sports Information |
| | GC - Sports on Deck |
| | GC - SST |
| | GC - SST Cambodia |
| | GC - SST China |
| Site Address Line 2 | GC - SST Peru |
| | GC - Student |
| | GC - Student Activities |
| Site City | GC - Student Life |
| Site State | GC - Sustainability Leadership |
| Site Postal Code | GC - Switchboard |
| Site Country | GC - Testing |
| Create Your Login | GC - Theater |
| User Name | GC - Umble Master Class |
| Password | GC - Volleyball |
| | GC - Volunteers |
| | GC - Welcome Center |
| | GC - Wellness |
| | GC - WGCS |

- When you're done filling out all your personal information, click "Update" at the bottom of the page.
- 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](#)

- You can click "Return to homepage" and begin placing your order with Printing and Mailing.