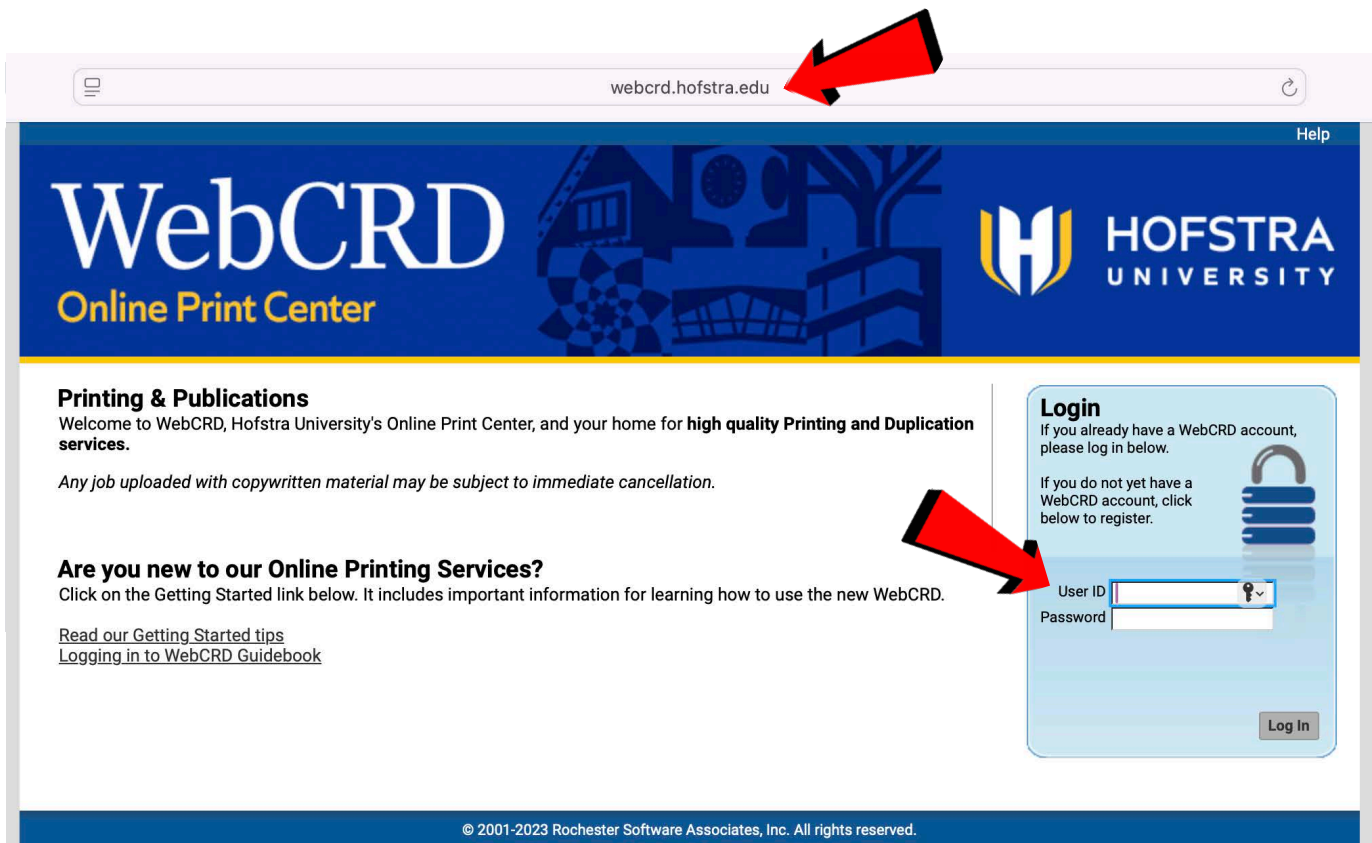# Logging in to WebCRD

If you have never logged in to our Online Print Center, you can do so in one of two ways. The first is through the Hofstra portal at **my.hofstra.edu**. Once you have logged in to the portal, click on My Apps (the grid icon in the top right corner.)

After you click on the grid, it will bring down your menu of apps (this may differ from the example shown, depending on what apps are available to you.) Click on the icon labeled "Online Print Center,"and it will bring you to the WebCRD Online Print Center.
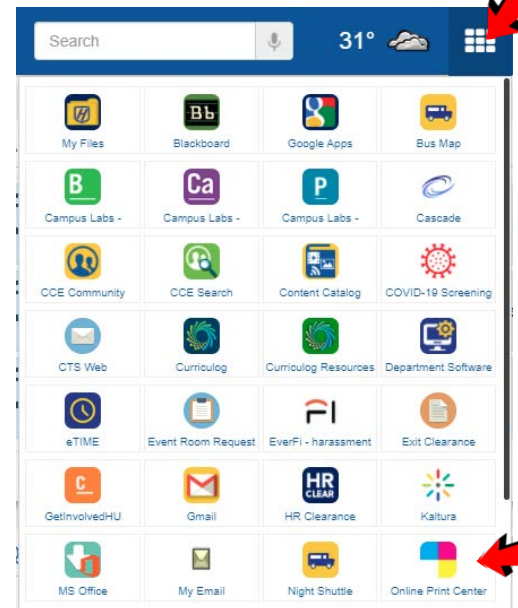
Another way to log in to WebCRD is to open any web browser and type http://webcrd.hofstra.edu into your address bar. This will bring you to a login screen, at which point you will log in with the same credentials you use to log in to the Hofstra portal.

If this is your first time logging in to WebCRD, you will see this screen. If not, skip ahead.

WebCRD Online Print Center — HOFSTRA UNIVERSITY

Account not found for: h701961771

The User ID you have entered for appears to be new. If this is the first time you are using this service, please confirm your password to continue. Otherwise, please request a transfer of your existing account to a new User ID.

🔘 **I am signing in for the first time.**
*Select this option to create a new account. **Most people will select this option.**
Re-enter your password and click Continue to create a new account and log in.*

Re-enter password: [   ]

○ **I need to transfer an existing account.**
*Select this option to request a transfer of your existing account and order history to a new User ID.
Enter your previous User ID below. In the Comments box, provide your name, phone number, email address, and the reason for requesting an account transfer, and then click Continue. You will be notified when the account transfer is complete.*

Previous User ID: [   ]

Comments: [   ]

[Cancel]   [Continue]

Use the first option and enter your password again. Never use the second option. After you enter your password, you will be brought to this page. Enter your contact information and click Continue.

WebCRD Online Print Center — HOFSTRA UNIVERSITY

Provide Missing Contact Information

Additional contact information is required to access WebCRD. Fields with an * are required.

Address

First name*	[ ]
	⊘*First name* is a required field.
Middle name	[ ]
Last name*	[ ]
	⊘*Last name* is a required field.
Job title*	[ ]
Department*	[ ]
Company	[ ]
Location	[ ]
Office Address*	[ ]
Building Address	[ ]
Street 3	[ ]
City	[ ]
State	Alabama ⬍
Zip	[ ]
Country	United States ⬍

Phone / Email

|	
Email*	[ ]
	⊘*Email* is a required field.
Work #*	[ ]
Mobile #	[ ]
Fax #	[ ]
Home #	[ ]
URL	[ ]

[Continue]

ORDERING A JOB

There are three options for ordering a job in WebCRD:

1. Upload a File(s)
2. Submit a Print Design Request
3. External Source

Depending on the type of job you are ordering, you may upload a file, or click on Hive or "External Source." *For example,* if you are looking to order copies of a document you have in hand, click **"GO"** inside the box labeled **"External Source"**

---
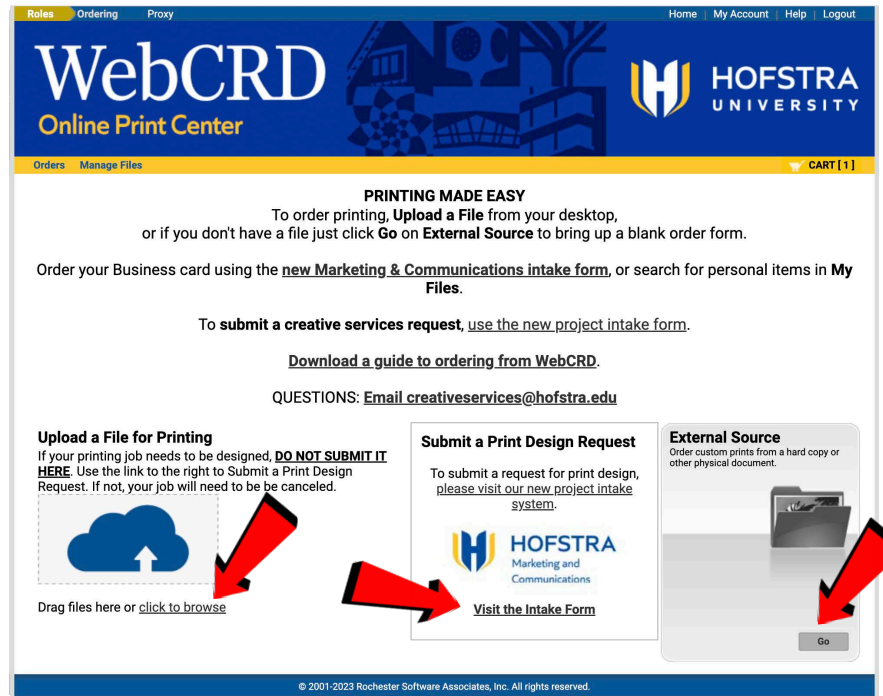
1. UPLOAD A FILE

If you have a digital file(s) you wish to upload for printing, there are two ways to do this**.**

HOW TO UPLOAD ONE OR MULTIPLE FILES:

You can click on "Click to Browse" and a window like the one shown in Figure A will appear. Search for the file or files on your computer that you wish to upload, highlight the file or files and click "Open." Or, you can simply highlight the file or files and drag them to the blue cloud.

ONLY PDF FILES ARE ACCEPTABLE.

Figure A
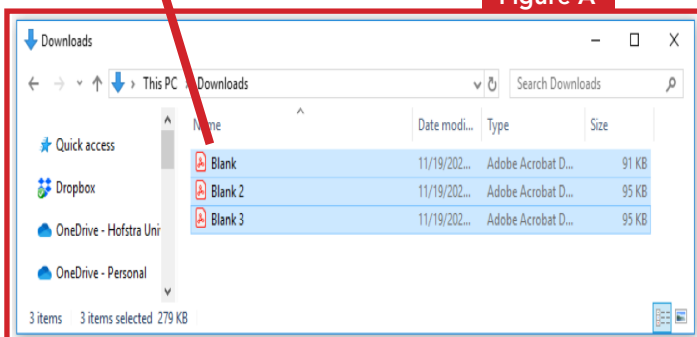
ORDERING A CREATIVE SERVICES JOB

When ordering a job that requires creative services (editing/design), first gather all the materials for your job and select the Submit a Print Design Request section. This will take you to Hive/ **MarCom Intake Form**, where you can submit your request.

Submit a Print Design Request

To submit a request for print design, <u>please visit our new project intake system</u>.

HOFSTRA
Marketing and
Communications

Visit the Intake Form

Please Note:

Creative Services workflow can take four to six weeks from order placement to completion.

HOFSTRA
UNIVERSITY

MarCom General Project Intake Form

* Email

Are you completing this form for yourself or on behalf of someone else?

Choose...

Requestor Name *

Requestor Title *

Requestor Email *

Who is your MarCom Liaison?

Office Number *

Department *

Project Name *

Is this a new project request or an existing projects that needs updating? *

○ New Request

○ Existing Request

Are you requesting a Marketing and Communications campaign? (multiple project categories) *
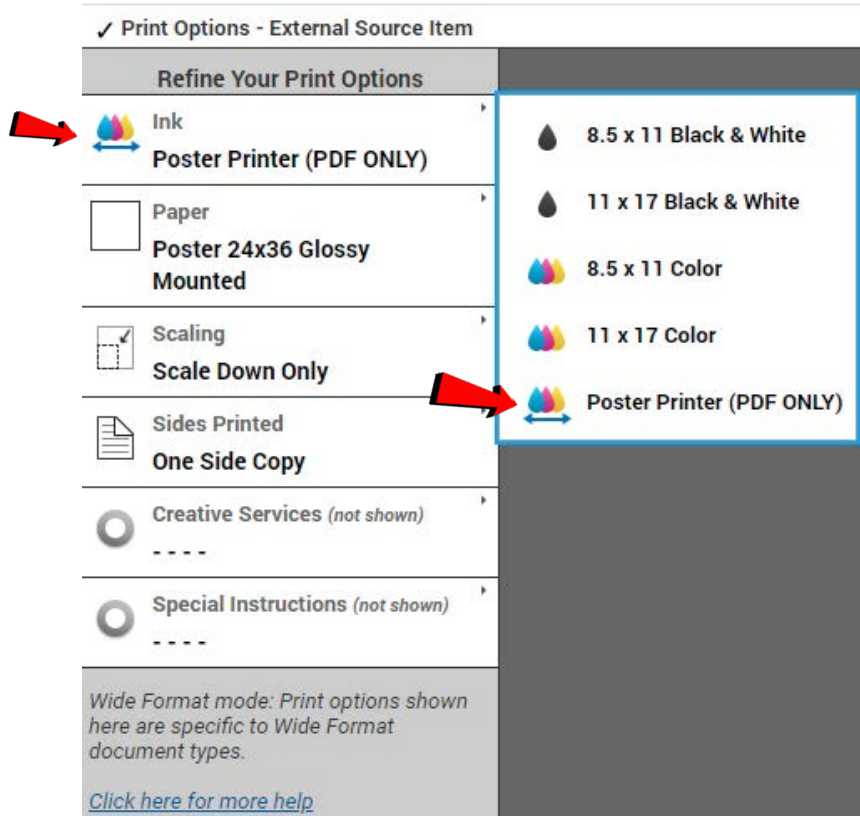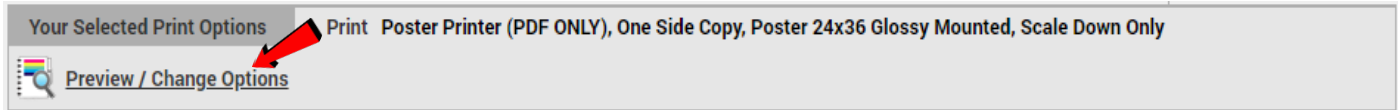
○ Yes

○ No

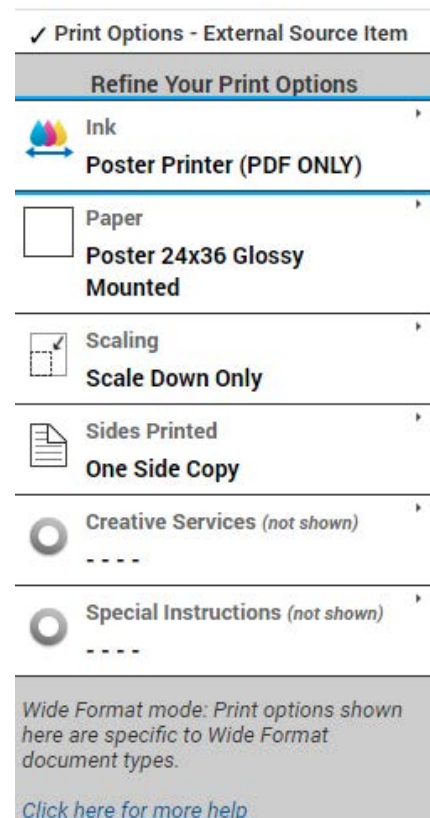What is the target date for the completion of this project? *

mm/dd/yyyy

Submit

ORDERING A PRINT-READY POSTER JOB

To order a poster, first you must upload your PDF file. (All posters must be submitted as PDFs.)

Your Selected Print Options	Print Poster Printer (PDF ONLY), One Side Copy, Poster 24x36 Glossy Mounted, Scale Down Only
Preview / Change Options	

✓ Print Options - External Source Item

Refine Your Print Options

Ink	
Poster Printer (PDF ONLY)	

- ⬛ 8.5 x 11 Black & White
- ⬛ 11 x 17 Black & White
- 🎨 8.5 x 11 Color
- 🎨 11 x 17 Color
- 🎨 Poster Printer (PDF ONLY)

Paper
Poster 24x36 Glossy Mounted

Scaling
Scale Down Only

Sides Printed
One Side Copy

Creative Services *(not shown)*
- - - -

Special Instructions *(not shown)*
- - - -

Wide Format mode: Print options shown here are specific to Wide Format document types.

Click here for more help

In your cart, click on "**Preview/Change Options.**" Under "Refine Your Print Options" click "**Ink**" and then click "**Poster Printer (PDF ONLY).**" (If you uploaded a **24x36 PDF** poster file, the Ink selection will default to Poster Printer (PDF ONLY) and Paper will default to **Poster 24x36 Glossy Mounted**. See example directly below.)

✓ Print Options - External Source Item

Refine Your Print Options

Ink
Poster Printer (PDF ONLY)

Paper
Poster 24x36 Glossy Mounted

Scaling
Scale Down Only

Sides Printed
One Side Copy

Creative Services *(not shown)*
- - - -

Special Instructions *(not shown)*
- - - -

Wide Format mode: Print options shown here are specific to Wide Format document types.

Click here for more help

Now click on "**Paper.**"

✓ Print Options - External Source Item

Refine Your Print Options

Ink
Poster Printer (PDF ONLY)

Paper
Poster 24x36 Glossy
Mounted

Scaling
Scale Down Only

Sides Printed
One Side Copy

Creative Services *(not shown)*
- - - -

Special Instructions *(not shown)*
- - - -

Wide Format mode: Print options shown here are specific to Wide Format document types.

Click here for more help

You will see only the paper that the Poster Printer is able to use. Choose the type of poster you would like to print. Bus Signs are a type of poster only used on the Hofstra Shuttle. 24x36 Glossy Mounted is for a poster printed then mounted on a foam-core board. Unmounted posters are rolled glossy posters.

Paper Type

Current Paper: Poster 24x36 Glossy Mounted

Use the filter options below to view the available paper choices.

Color ☐ Poster ▾   Size Poster ▾   Reset Filters

The paper size has been preselected for you.

These papers match your color, size and filter options. Click on the paper name to select it. To make no changes and keep the Current Paper selection shown above, click Cancel.

Name	Color	Size
☐ Poster 24x36 Glossy Mounted	Poster	Poster
☐ Poster 24x36 Glossy Unmounted	Poster	Poster
☐ Poster 36x48 Glossy Unmounted	Poster	Poster
☐ Bus Signs - Blue 10.5 x 24	Poster	Poster
☐ Bus Signs - White 11 3/8 x 24	Poster	Poster

Cancel