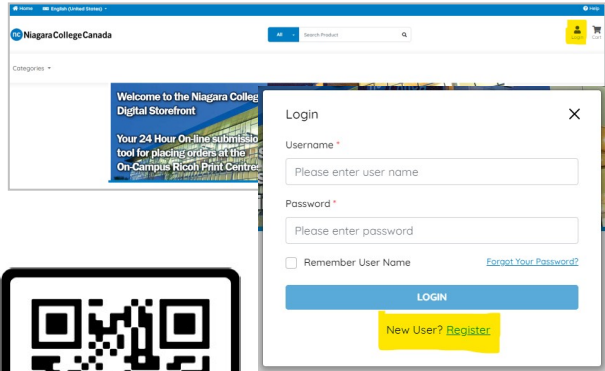


# Student Walk Through Guide

Scan QR Code to get to our website. Click on **LOGIN** in the top corner and then if you are a new user, you must **REGISTER**.



1

Register by filling in only the sections with **A RED ASTERICK** and then **CHOOSE FACILITY**

Create an Account

ACCOUNT INFORMATION

Username \* Password \* Re-enter Password \*

Secret Question \* Security Answer \*

PERSONAL INFORMATION

First Name \* Last Name \*

CONTACT INFORMATION

Address Line 1 \* Address Line 2 \* Address Line 3 \*

Country \* Zip/Postal Code \* City \*

State/Province/Region \*

Enter the code shown below \*

Choose Facility \*

Submit Cancel

2

Choose the campus print center closest to you, click **SUBMIT** and then **GET STARTED**.

Print Shop

Sort By

Name

Search By

NIAGARA COLLEGE NOTL

135 Taylor Road  
Niagara-on-the-Lake  
ON  
L0S 1J0  
905-641-2252

Sun Closed  
Mon-Fri 8:00 AM-4:30 PM  
Sat Closed  
Current Print Shop Time  
1/2/2024 8:46:06 AM

NIAGARA COLLEGE WELLAND CAMPUS

100 Niagara College Boulevard  
Welland  
ON  
L3C 7L3  
905-735-2211

Sun Closed  
Mon-Fri 8:00 AM-4:30 PM  
Sat Closed  
Current Print Shop Time  
1/2/2024 8:46:06 AM

Cancel

3

When you are ready to place an order, click on **ADD TO CART**

## Featured Products



Student Printing

Add to Cart

4

**Enter a Job Name**: this can be anything; your name, the name of your document, favourite colour—doesn't matter.

**Quantity**: how many ***COPIES*** of the document need printed.

File(s) Add Files

\* Job Name

\* Quantity \* Pages

1 3

Print Options

Click on **ADD FILES**

**Upload Files**: the file is already saved on your phone or computer.

**Other**: you have a physical copy of the document, or it is saved on a USB drive.

Once you have uploaded all files required, click **UPLOAD** and then **DONE**.

Add Files

Upload Files Saved Files Other

Supported File Formats

Close

5

**Print Options**: How do you want your document printed? Do you need a special type or colour of paper? Do you want the file printed in colour? Single-sided or double-sided? Would you like the pages stapled, or hole-punched or bound into a book format? Are there any other special instructions you need to leave us? You'll see a sample of your print as you go along with the specifications.

Print Options

Media(White 20lb pap...)

Print In Color/Sides

Print In Black and White:Single ...

Orientation

Portrait

Front Cover

No Front Cover

Back Cover

No Back Cover

Finishing

Binding

No Binding

Booklet Making

No Booklet

Staple

No Stapling

Cutting

No Cutting

Fold

No Folding

Hole Punch

No Punching

Lamination

No Lamination

Padding

No Padding

Shrink Wrap

No Shrink Wrap

Special Pages

Special Instructions

6

When you're finished selecting all your options, press **ADD TO CART** and then **I AGREE**.

Save Add to Cart

I have carefully reviewed and approve this job. The producer of this job will not be held responsible for design or spelling errors.

I Agree

7

Finally, please click **PLACE MY ORDER!**

Products			
Resume			
Item Name: Student Printing			
Qty	Unit Price	Tax	Total
10	\$0.12	\$0.02	\$1.19
SubTotal:			\$1.19
Shipping:			\$0.00
Handling:			\$0.00
Taxes:			\$0.15
Total:			\$1.34

PLACE MY ORDER

9

On the next screen you will see the price for your order, click **PROCEED TO CHECKOUT** and then click **PROCEED TO PAYMENT**.

Products	Quantity	Unit Price	Item Tax	Total	SubTotal
Resume	10	\$0.12	\$0.02	\$1.19	\$1.19
Item Name: Student Printing					
SubTotal:					\$1.19
Shipping:					\$0.00
Handling:					\$0.00
Taxes:					\$0.15
Total:					\$1.34

8

## Order Confirmation

Thank you for your order!

Your request will be completed in order they are received. Please allow at least 15 minutes before collecting print. Please remember we can only take **CREDIT or DEBIT**. We have no cash on site, if you are interested, you can also pay with a RICOH gift card, ask us for more information.

Thank you!