



Design & Print First Time Log In

Welcome to PawPrint's Print Shop Pro® (PSP), our new online Web-to-Print solution. It will allow the campus community to place printing orders, track the progress of their orders, and create estimates. Customers will even be able to pull past order history for reordering, and budgeting purposes. You can get started at gsu.webdeskprint.com.

First Time Login

In order to utilize this helpful web-based solution you must first be a registered user/and or approver. It is important to note, before you begin the process of logging in to Print Shop Pro® you will need to disable any pop-up blockers, and ensure that you have the latest version of Acrobat Reader installed. For the best user experience Chrome is the preferred and recommended web browser.

Registering to become an new 'user' is a simple 6 step process outlined in the following:

Step 1

While on the Print Shop Pro® website, click the "Log In" link in the upper right-hand corner:

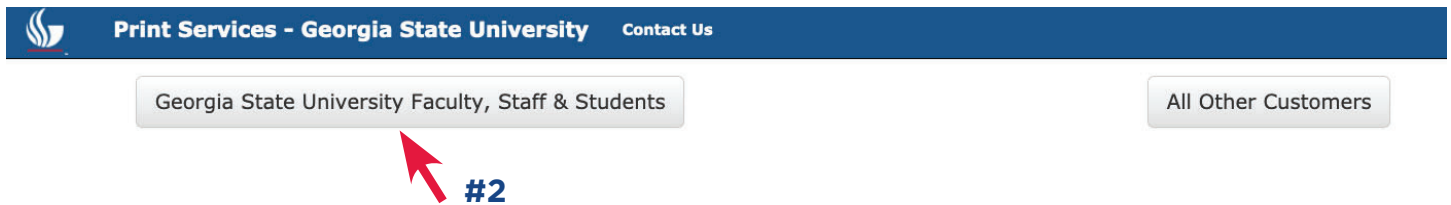
The screenshot shows the PawPrints website interface. At the top is a dark blue navigation bar with the PawPrints logo, the text "Print Services - Georgia State University", a "Contact Us" link, and a "Log In" link. Below the navigation bar is a grid of 14 print service categories, each with a representative image, a title, and an "Order here" button. The categories are: B&W Copies, Color Copies, Postcards, Bookmarks, Brochures, Booklets, Bound Books, Stationery, Pads, Posters (up to 13x19), Wide Format, Safety Signage, NCR/Carbonless, and Complicated Orders. To the right of the grid, a red arrow points from a "#1" label to a "Log In" button, which is highlighted with a dark blue background.

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Step 2

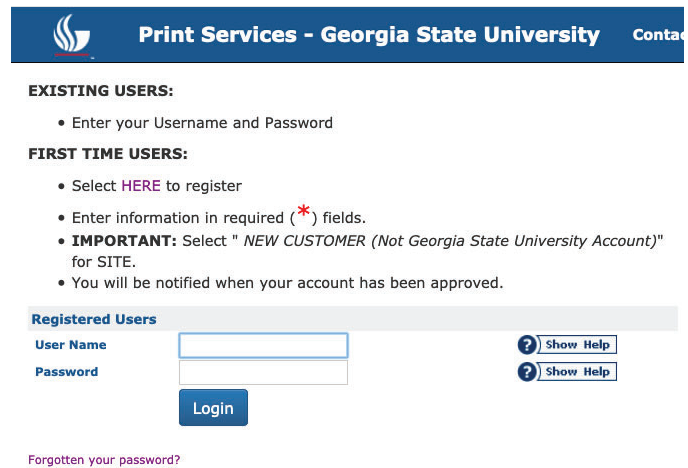
Click on the 'Georgia State University Faculty, Staff & Students' button on the left-hand side of the page.



Step 3 Authentication

Once you have clicked the button, you will then be redirected to the Print Shop Pro® user information page. Enter your Georgia State University login information:

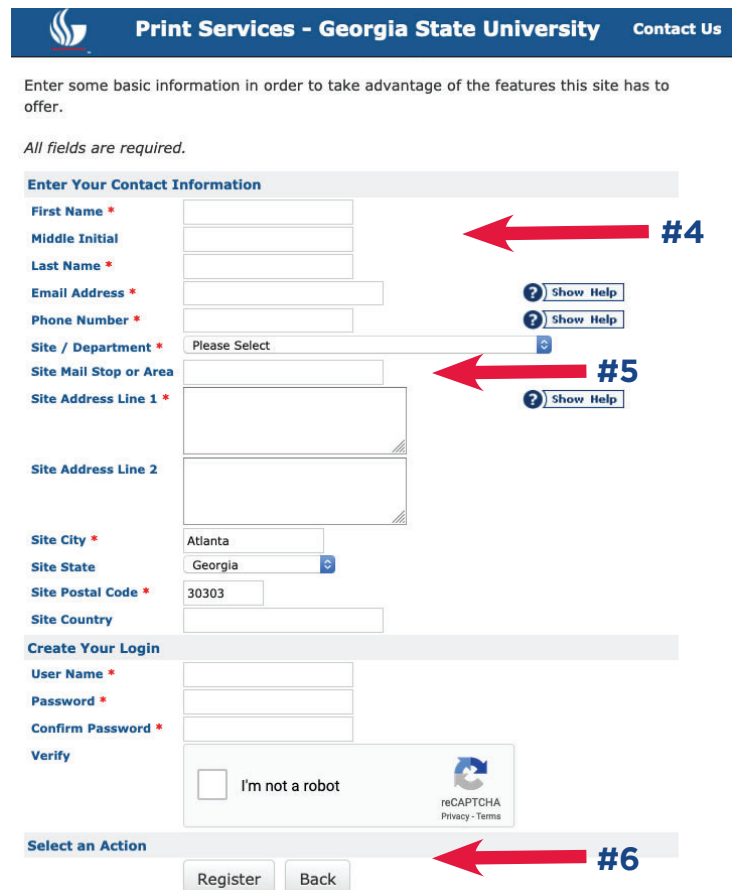
(your GSU user name and password).



Step 4 Updating Your Profile Information

Once you have logged in to Print Shop Pro®, you will need to update your information on your PSP User profile. Please check them all carefully for accuracy.

Select your department's primary site from the drop-down list; in PSP, "site" refers to your department.



Step 5 Enter Delivery Information

To ensure orders are delivered properly, please enter information in all fields designated with the *.

You may fill in the other fields as well if the information is helpful for finding your location on campus.

Step 6 Complete Registration

Click on the "I'm not a robot" box and then click on "Register" and your registration will be complete. Then sign into Print Shop pro at gsu.webdeskprint.com and you be ready to go.