



Bulldog Print + Design

Finance & Administration

UNIVERSITY OF GEORGIA

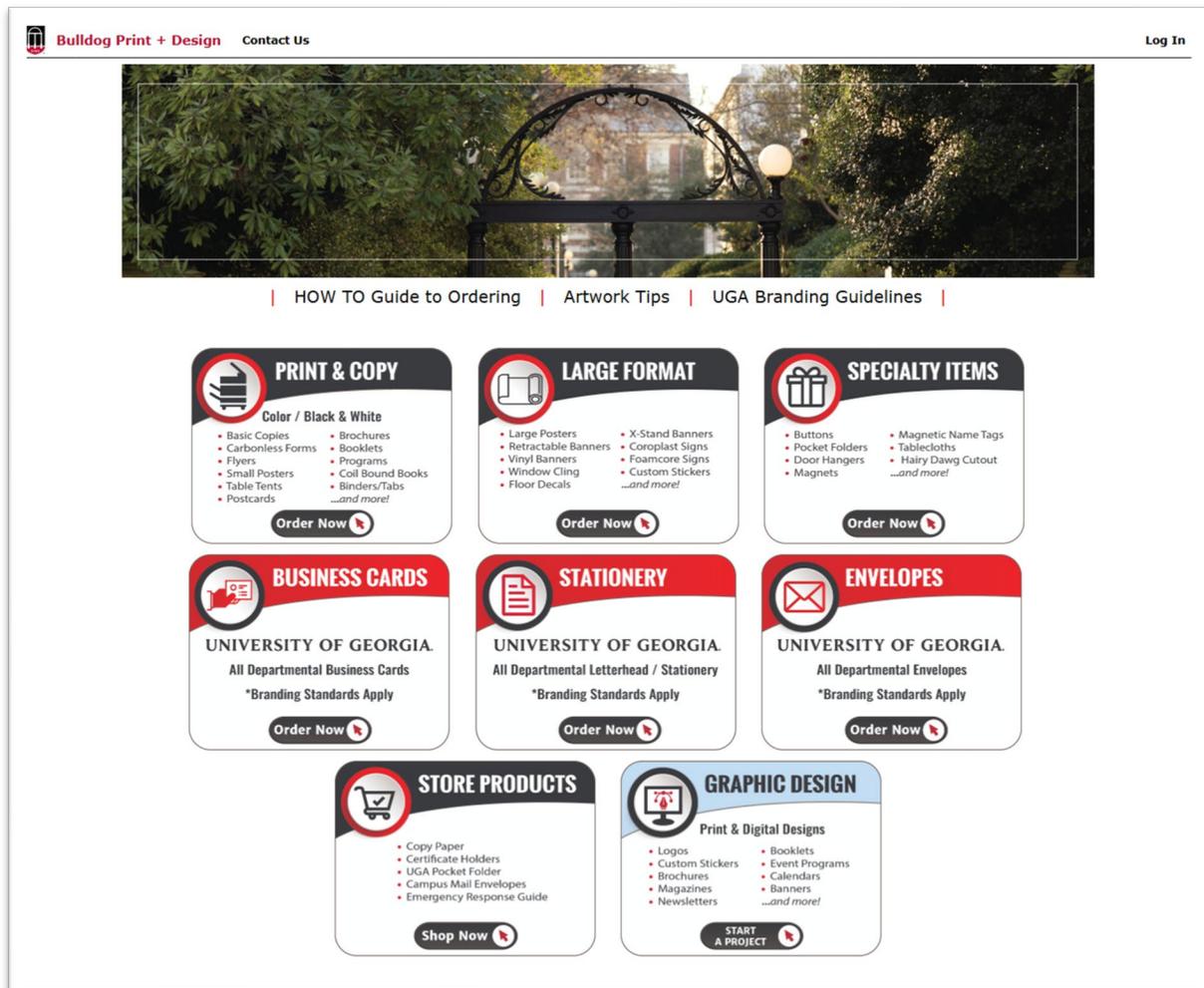
Welcome To Our **Online Ordering** System!

“HOW-TO” Guide for placing print orders

PLEASE NOTE:

**This Site REPLACES
Job Request Site
Qualtrics
and
Stationery Order Forms**

1. Go to <https://bpd.uga.edu/> (save this as a bookmark)



2. Click on “Log In” in the top right-hand corner.

3. IF you are using a chartstring or speedtype for billing
- Click on the left “Login Using Your UGA Account”

IF you are paying with a check, or getting invoiced
- Click on the right “Non-UGA Account”

UGA CUSTOMERS:

* Using a Chartstring or Speedtype

- Select the “Login Using Your UGA Account” option
- Authenticate your username and password
- First-time users, select your site and save. You will be notified once your account has been approved.

Login Using Your UGA Account

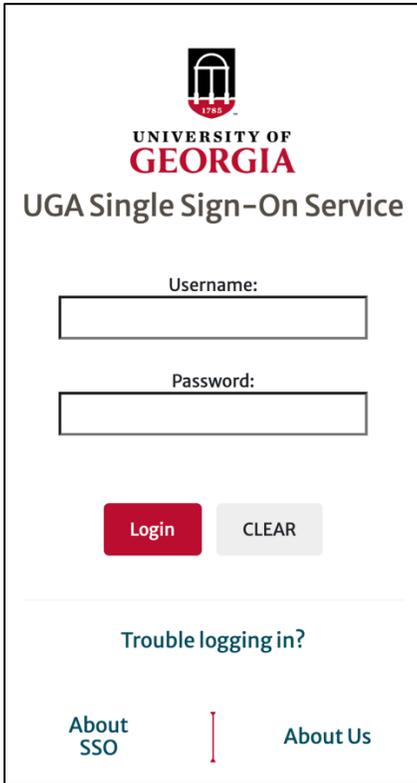
NON-UGA CUSTOMERS: (Business Use Only)

* Paying by Check or Money Order

- Select the “Non-UGA Account” option
- Follow instructions
- First-time users, select your site and save. You will be notified once your account has been approved.

Non-UGA Account

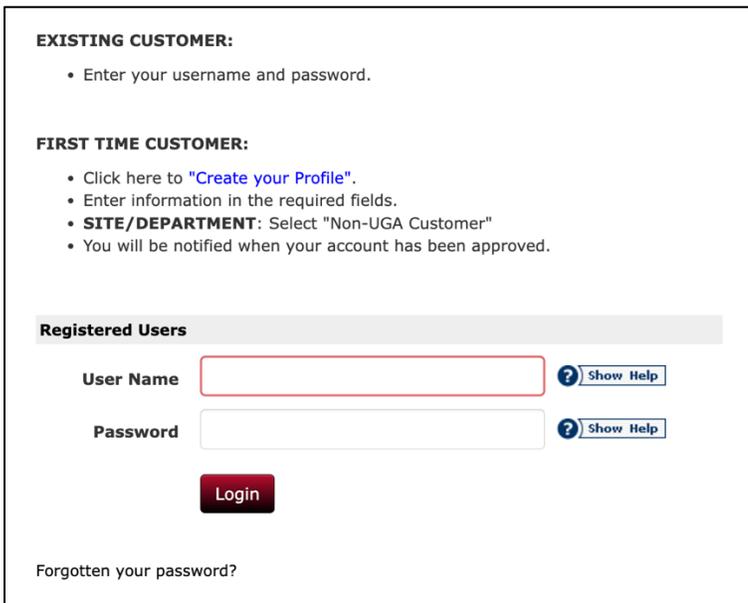
4. For UGA ACCOUNT customers:
- Sign In using your MyID and Password.



The screenshot shows the UGA Single Sign-On Service login page. At the top is the University of Georgia logo and the text "UNIVERSITY OF GEORGIA" and "UGA Single Sign-On Service". Below this are two input fields: "Username:" and "Password:". Under the input fields are two buttons: a red "Login" button and a grey "CLEAR" button. Below the buttons is a link "Trouble logging in?". At the bottom are two links: "About SSO" and "About Us".

OR

- For NON-UGA ACCOUNT customers
- Hover over "Create your Profile" and click the link.



The screenshot shows the UGA Single Sign-On Service registration page. It is divided into two sections: "EXISTING CUSTOMER:" and "FIRST TIME CUSTOMER:". The "EXISTING CUSTOMER:" section has a bullet point: "Enter your username and password." The "FIRST TIME CUSTOMER:" section has three bullet points: "Click here to 'Create your Profile'.", "Enter information in the required fields.", and "SITE/DEPARTMENT: Select 'Non-UGA Customer'". Below these sections is a "Registered Users" section with two input fields: "User Name" and "Password". Each input field has a "Show Help" button next to it. Below the input fields is a red "Login" button. At the bottom is a link "Forgotten your password?".

5. This is where you will “create an account” with us.

This is your first time in the Print Shop Pro WebDesk. Your account has been registered. Orders may not be submitted until your account has been approved.

Make modifications to your profile if necessary, when complete click on the "Update" button below.

Contact Information

First Name *

Middle Initial

Last Name *

Email Address * [Show Help](#)

Phone Number * [Show Help](#)

Site / Department *

Site Mail Stop or Area

Site Address Line 1 * [Show Help](#)

Site Address Line 2

Site City *

Site State

Site Postal Code *

Site Country

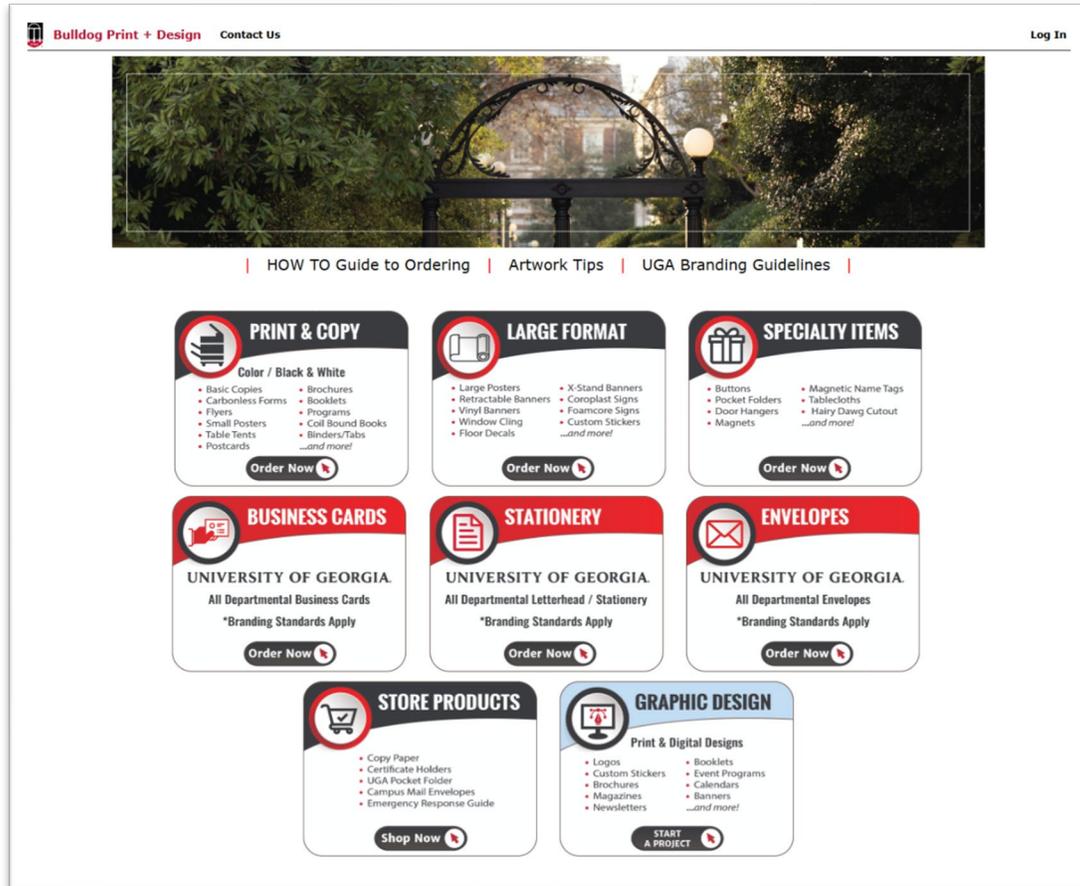
Select an Action

6. We will get a notification to approve your account.

7. Once your account has been approved, you will receive an email notification to start using our online ordering system.

Now that you have created an account – **Start Shopping!**

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 - Click on the left “Login Using Your UGA Account”IF you are paying with a check, or getting invoiced
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* Using a Chartstring or Speedtype

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Login Using Your UGA Account

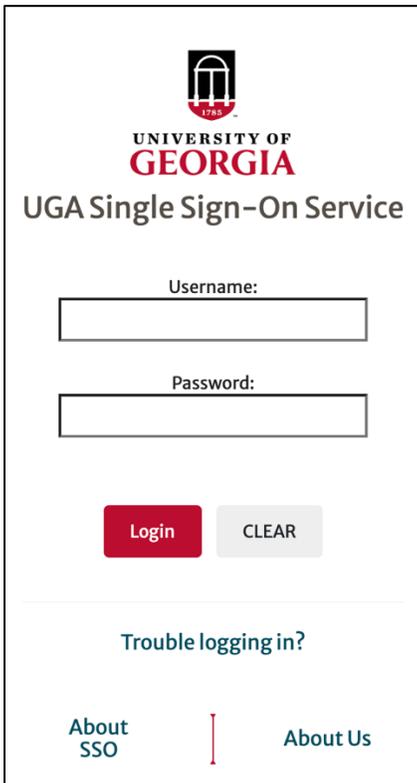
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Non-UGA Account

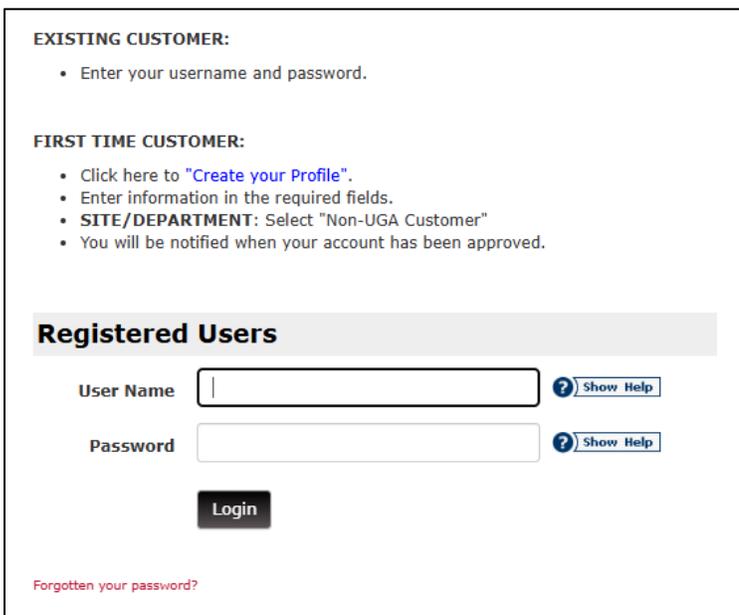
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OR

- For NON-UGA ACCOUNT customers
- Sign In using your User Name and Password.



The screenshot shows the login page for non-UGA account customers. It has a header "EXISTING CUSTOMER:" with a bullet point: "Enter your username and password." Below that is a header "FIRST TIME CUSTOMER:" with three bullet points: "Click here to 'Create your Profile'.", "Enter information in the required fields.", and "SITE/DEPARTMENT: Select 'Non-UGA Customer'", followed by "You will be notified when your account has been approved." Below this is a section titled "Registered Users" with a grey background. It contains two input fields: "User Name" and "Password", each with a "Show Help" button to its right. Below the input fields is a "Login" button. At the bottom left is a link "Forgotten your password?".

