



## How to Register for a User Account w/ Single Sign On (SSO)



<http://pusd.myprintdesk.net/DSF>

## Step 1 – Visit Website & click the "SHOW ADVANCED LOGIN OPTIONS"

**HOME**   **FEATURED CATEGORIES**   **CATEGORY**   **SEARCH PRODUCT**   **CART (0)**

# Welcome to Paramount Unified's Digital Storefront

## UPDATED PRODUCTION TURNAROUND TIMES

Normal orders: 2 - 3 days from date received and/or approved  
Larger orders: 3 - 5 days from date received and/or approved  
Booklets/Custom Orders: 5+ days from date received and/or approved

Great things are happening in Paramount schools.

**Paramount Unified School District**  
PRINT SHOP

**LOGIN**

Single Sign-On

**SHOW ADVANCED LOGIN OPTIONS**

## How to Register for a User Account

<http://pusd.myprintdesk.net/DSF>

Step – Click the "Register" link.

**HOME**   **FEATURED CATEGORIES**   **CATEGORY**   **SEARCH PRODUCT**   **CART (0)**

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*Great things are happening in Paramount schools.*

**PARAMOUNT UNIFIED SCHOOL DISTRICT 1953**

**LOGIN**

**Single Sign-On**

USER NAME

PASSWORD

☐ REMEMBER USER NAME

**Login**


[FORGOT YOUR PASSWORD?](#)

**NEW USER? REGISTER**



## Step – New User Registration Landing Page

*Fill in the fields to register for your account.*

[HOME](#) [FEATURED CATEGORIES](#) [CATEGORY](#) [SEARCH PRODUCT](#)  [CART \(0\)](#)

### CREATE AN ACCOUNT

---

#### Contact Information

\* First Name

\* Last Name

\* Email


\* Phone Number 1

Title

\* Company

\* Cost Center

---



#### LOGIN

[Single Sign-On](#)

USER NAME

PASSWORD

☐ REMEMBER USER NAME

[Login](#)

[FORGOT YOUR PASSWORD?](#)


[NEW USER? REGISTER](#)

# How to Register for a User Account

<http://pusd.myprintdesk.net/DSF>

## Step – Contact Information

*We recommend using your PUSD email account.*

[HOME](#) [FEATURED CATEGORIES](#) [CATEGORY](#) [SEARCH PRODUCT](#)  [CART \(0\)](#)

### CREATE AN ACCOUNT

---

#### Contact Information

\* First Name

\* Last Name

\* Email

\* Phone Number 1

Title

\* Company

\* Cost Center

#### LOGIN

[Single Sign-On](#)

USER NAME

PASSWORD

☐ REMEMBER USER NAME

[Login](#)

[FORGOT YOUR PASSWORD?](#)

[NEW USER? REGISTER](#)

Select your school or department from the drop down list.

Contact your school/department administrative assistant for the correct account number.

# How to Register for a User Account

<http://pusd.myprintdesk.net/DSF>

## Step – Account Information

*Use your PUSD Email and Password as your Print Shop user name.*

### Account Information

\* User Name

Your PUSD Email Address

\* Password

Use your District Password too

\* Re-enter Password

Re-enter your above password for Validation

\* Secret Question

What high school did you graduate from? ▾

\* Security Answer

Type in the Answer to the Security Question You Choose

\* Enter the code shown below

CAPTCHA - For security reasons.

4GUF2 ↺

By clicking the Submit button, you agree to [Terms and Conditions](#)

Submit

YOU ARE REQUIRED TO USE YOUR PUSD EMAIL ADDRESS AS YOUR USER NAME.

ALSO, PLEASE USE YOUR DISTRICT NETWORK PASSWORD.

THIS IS IMPORTANT SO THAT YOU CAN USE THE SINGLE SIGN ON FEATURE IN THE FUTURE AND YOU DON'T HAVE TO KEEP TRACK OF AN EXTRA PASSWORD.

## How to Register for a User Account

<http://pusd.myprintdesk.net/DSF>

### Step – Confirmation of Account Created



Thank you, your account for online copy submission has been successfully created.

An e-mail confirmation has been sent to the e-mail address you provided.

**Get Started**

## How to Register for a User Account

<http://pusd.myprintdesk.net/DSF>

### Future Log In Process using Single Sign On (SSO)

Now that you created your account, it will tie into the District's Network Directory and you can use Single Sign On to log in.

Click the "Single Sign On" button when visiting the Print Shop Online website.



It will redirect you to the Microsoft login page, where you will either enter your PUSD info or if it is already listed, you can select the account.

