

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



http://pusd.myprintdesk.net/DSF



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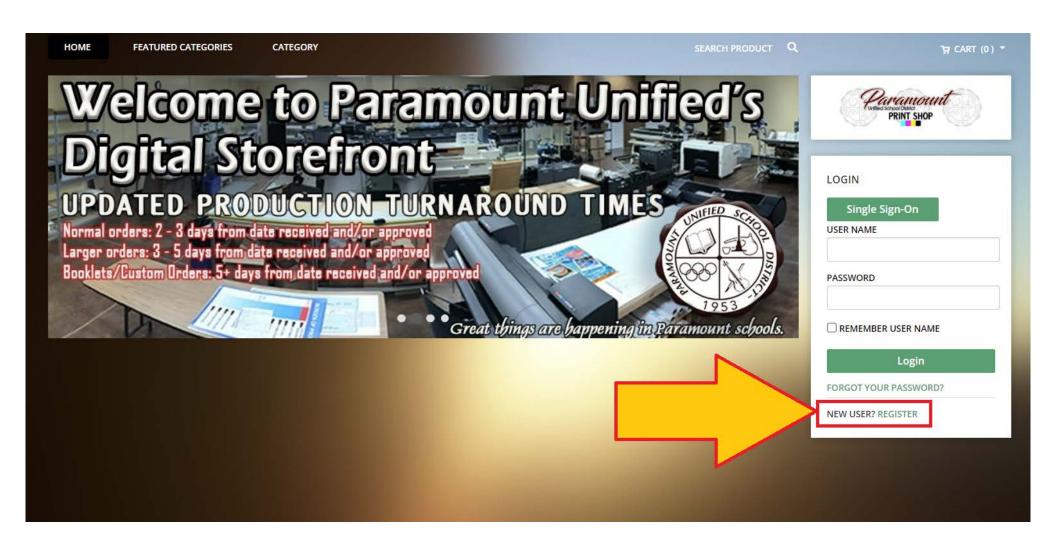
Step 1 – Visit Website & click the "SHOW ADVANCED LOGIN OPTIONS"





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Step - Click the "Register" link.





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Step – **New User Registration Landing Page** *Fill in the fields to register for your account.*

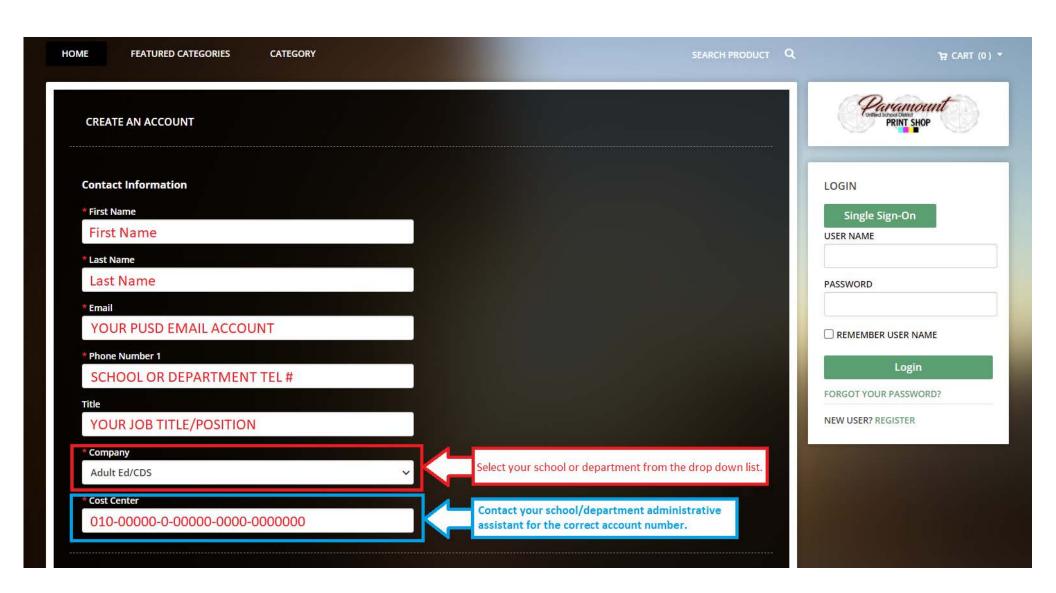
HOME FEATURED CATEGORIES CATEGORY 77 CART (0) * Paramount **CREATE AN ACCOUNT Contact Information** LOGIN * First Name Single Sign-On USER NAME * Last Name **PASSWORD** * Email REMEMBER USER NAME * Phone Number 1 Login FORGOT YOUR PASSWORD? Title **NEW USER? REGISTER** * Company Adult Ed/CDS * Cost Center



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Step – Contact Information

We recommend using your PUSD email account.

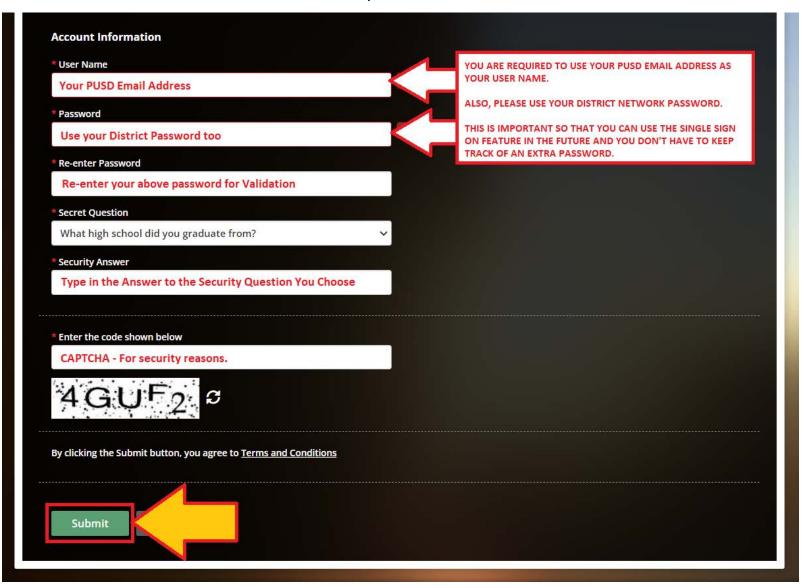




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Step - Account Information

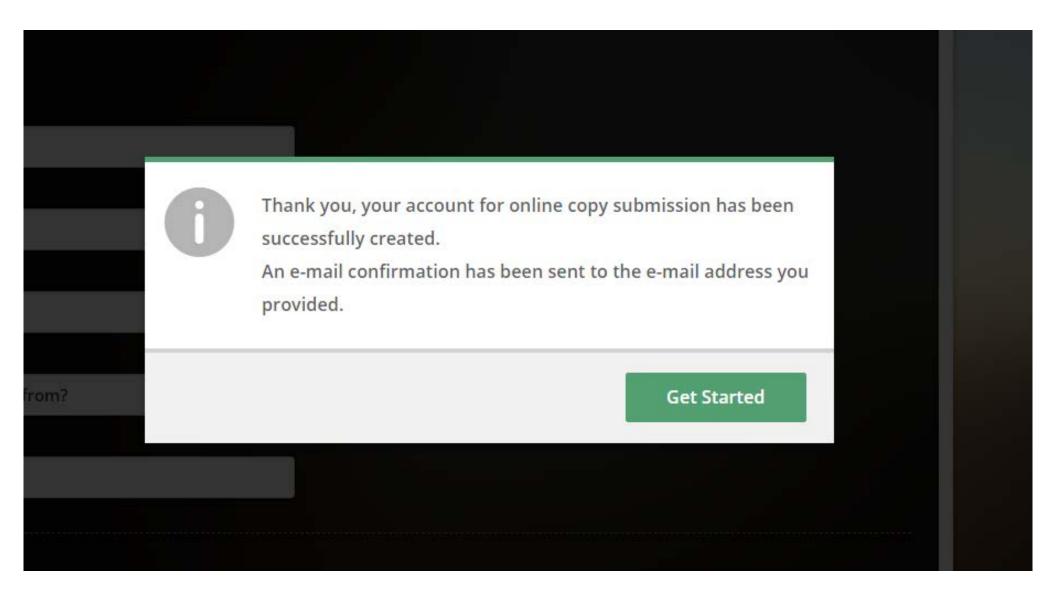
Use your PUSD Email and Password as your Print Shop user name.





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Step – Confirmation of Account Created





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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.

