



## How to Order: K-12 Resources

Step by step guide to placing an order for a pre-printed product



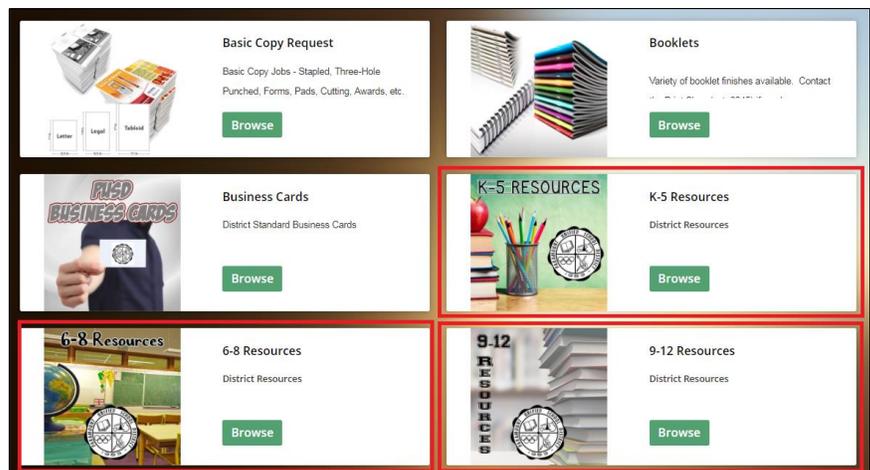
<http://pusd.myprintdesk.net/DSF>

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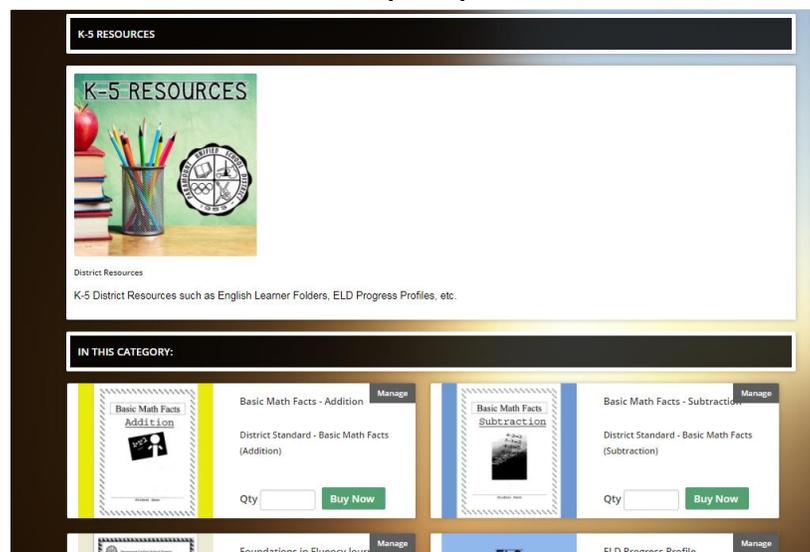
STEP 1 – Visit Print Shop Online website - <http://pusd.myprintdesk.net/dsf> and click on “Categories” or “Featured Categories” links at top of page, to find product categories.



STEP 2 – In the “Categories” page, click the “Browse” button to open the desired Resources category by grade level.

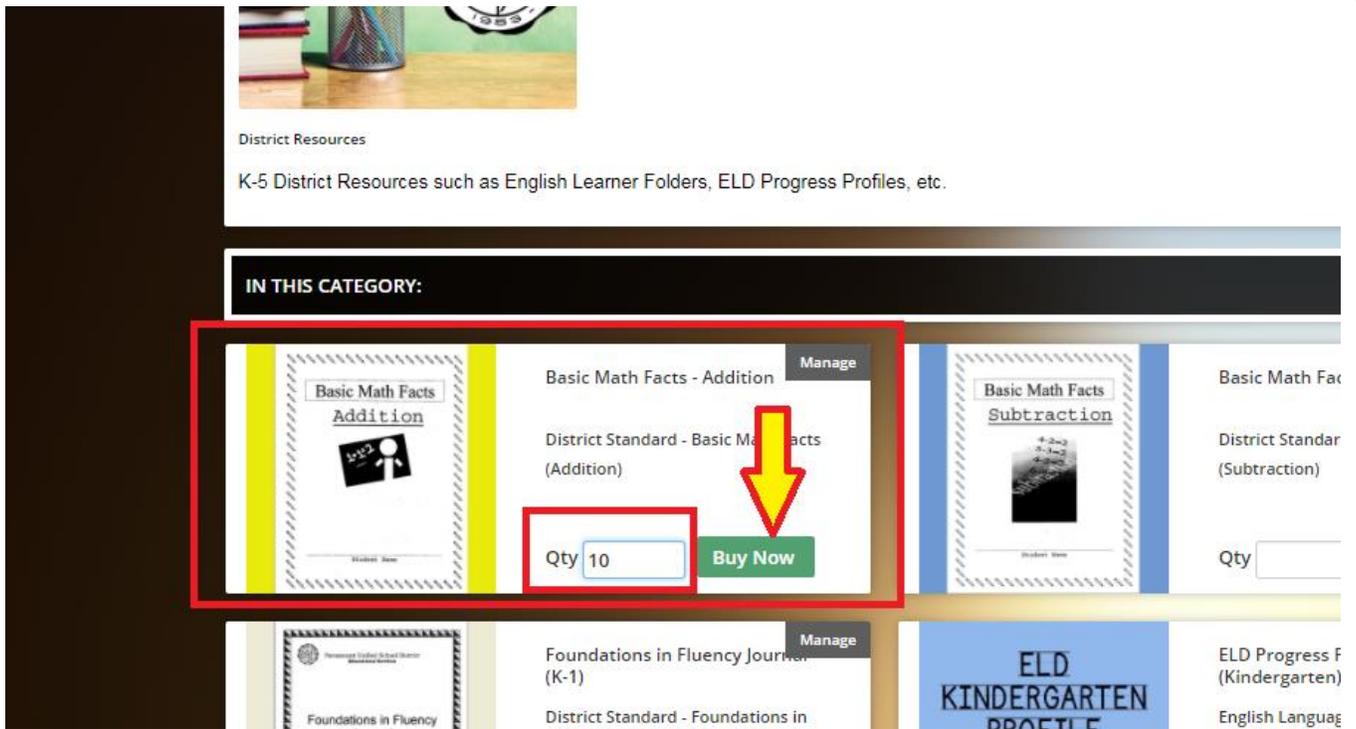


STEP 3 – You will now be able to view all of the pre-printed documents available to all staff districtwide.



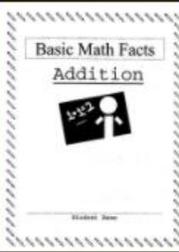
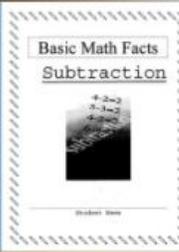
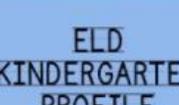
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STEP 4 – Select the product and enter the quantity you wish to order. Once quantity is selected, click the 'Buy Now' button, and the product will be added to the shopping cart.



District Resources  
K-5 District Resources such as English Learner Folders, ELD Progress Profiles, etc.

**IN THIS CATEGORY:**

|  |   |  |   |
|--|---|--|---|
|   | <p>Basic Math Facts - Addition <span>Manage</span></p> <p>District Standard - Basic Math Facts (Addition)</p> <p>Qty <input type="text" value="10"/> <span>Buy Now</span></p> |   | <p>Basic Math Facts - Subtraction <span>Manage</span></p> <p>District Standard - Basic Math Facts (Subtraction)</p> <p>Qty <input type="text"/></p> |
|  | <p>Foundations in Fluency Journa... (K-1) <span>Manage</span></p> <p>District Standard - Foundations in...</p>  |  | <p>ELD Progress F (Kindergarten) <span>Manage</span></p> <p>English Language...</p>   |

# Support

## IMPORTANT NOTES

Please note, these products are already priced and setup for faster production at the Print Shop. There will be no need to upload a file or select job specifications.

Simply indicate a total quantity and the Print Shop will take care of the rest.

If there are any products that should also be added to these categories for easy ordering or if you have any questions or need additional support, please contact:

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