

Please note that beginning Tuesday, July 1st, 2014 all print requests must be submitted via the WebCRD online ordering print application. See below for further details:

WPUNJ Print Services **NEW** Job Submission Application (WebCRD)

WHAT IS WebCRD?

WebCRD™ is an online ordering & print submission application located in WConnect, enabling users to order, manage & reorder documents to be printed by WPUNJ Print Services. WebCRD provides tools allowing jobs to be easily submitted & produced in a timely, controlled and budgeted manner.

Before you begin...Got SurePDF?



Before you begin, check to make sure you have the SurePDF Driver available on your computer for accurate printing. Open a document located on your computer and select "file" then "print". Select the down arrow from the printer selection to see if you have WPU_Print_Services available.

If yes, proceed to "How to Upload a File"
If you do not have the SurePDF Driver (WPU_Print_Services) available please see below:

Log onto WConnect and Select Employee Apps/General Info/Print Services Submittal Form
<https://printservices.unv.campus.wpunj.edu/fulfillment/login>

Click here to download the SurePDF Driver. Follow the prompts. If you require assistance with this portion please contact the help desk <https://help.wpunj.edu>

Upon successful install of the SurePDF Driver you may login to the WebCRD system

WPU Print Services
Welcome to Print Services, your home for high quality Printing and Copying services.

Hours
M-Th 9am-6pm
F: 9am-4pm

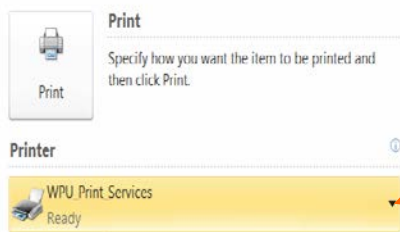
Login
Please use your William Paterson username and password to log in below.

Account: WPU
User ID: [input field]
Password: [input field]
Log In

Are you new to our Online Printing Services?
Click on the Getting Started link below. It includes important information on logging in to our site and identifies the minimum requirements for your computer.
[Read our Getting Started tips](#)

Get our SurePDF Driver for accurate printing, every time!
If you have not already installed our SurePDF Print Driver on your computer, click on the link below to get started. Using our Print Driver ensures that your document prints accurately, exactly the way it appears on your Windows or Mac application.
[Get the SurePDF Driver](#)

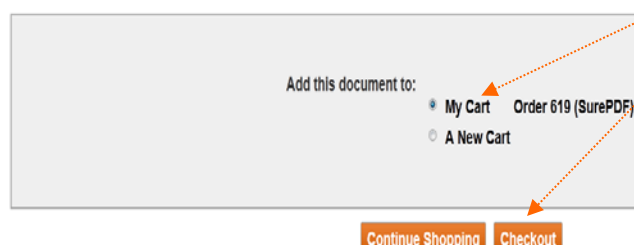
How to Upload a File and Submit a Job to Print Services



Once you have the SurePDF Driver available on your computer, login to WebCRD and open the file that you needed printed. Select "file" then "print" and choose WPU_Print_Services from the printer menu. Click "print".

Your file will automatically convert to a SurePDF document and upload to your cart.

Add Document to Order



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How to Submit a Job to Print Services

Upon selecting "checkout" your document will appear in your WebCRD cart and should appear like the sample cart listed below. The next step is to specify your print preferences:

Click on **"basic"** to select your paper, copy type (color or black and white), single or double sided.

Click on **"additional"** to select finishing options such as folding, cutting, binding, staples, covers...

Enter the **quantity** needed here:

Cart
Select print options, quantity per recipient and billing information. Click **Place Order** to submit your order. Cart ID 560

[Provide an optional name for your order.](#) Order Estimate **\$0.11**
Naming your order can be helpful for reordering.

Item 1 [Replace File](#) [Continue Shopping](#)

Yearless_Diploma_Insert.pdf
2 Pages Price **\$0.11**

Click the image to review the proof.
Select your print options, then click Preview to review this item prior to ordering. Quantity **1**

Refine Your Print Options:

Basic **Additional**
Click to choose color, paper stock, double-sided output. Click to choose a binding, staple, front and back covers, tabs, special services etc.

Your Selected Print Options Print Color, Single-Side, White - 20# Text - 8.5x11

[Preview Document](#)

[Enter special instructions for this item.](#) Provide a sample of the document before processing my order.

Enter the **completion date** here:

Shipping Information [Add Address](#)

I would like my order shipped by: **Thursday, June 26, 2014** Note: Only dates when the print center is open may be selected.

Laurie Nyulassy
Technology Services
Job Title
Technology Services
300 Pompton Road
Wayne, select
select

Select a Shipping Method:
Hold for pickup Pick up during business hours

Delivery Estimate:
Friday, June 27, 2014

[Enter shipping instructions for this recipient](#)

Ordered Items
1 Yearless_Diploma_Insert.pdf

Select your **shipping method** here: "hold for pickup" or "mailroom to deliver" (please note that "hold for pickup" is highly recommended for urgent deadlines)

Billing Information

Laurie Nyulassy
Technology Services
Job Title
Technology Services
300 Pompton Road
Wayne, select
select

Order Estimate **\$0.11**
Click the price to view the cost details

Select Billing Codes for Payment

FOAP Number [Lookup](#)

[Enter billing instructions for this order](#)

[Start a New Cart](#) [Continue Shopping](#) [Place Order](#)

Enter your FOAP in the box provided with no spaces. Be sure to include **72130** as the account code. You can click on "lookup" to research by department name (see below). Enter the department name and click "search"

Account Code Lookup

[Search](#) [Clear](#)

Enter the FOAP (no spaces)

or Dept. name

Please enter a filter selection and click Search.

Upon entering the correct FOAP select the **"place order"** button at the very bottom of the page. Your order will then be submitted for approval (if required) or for processing. You will be in receipt of an email from printservices@wpunj.edu containing the details pertaining to your order.