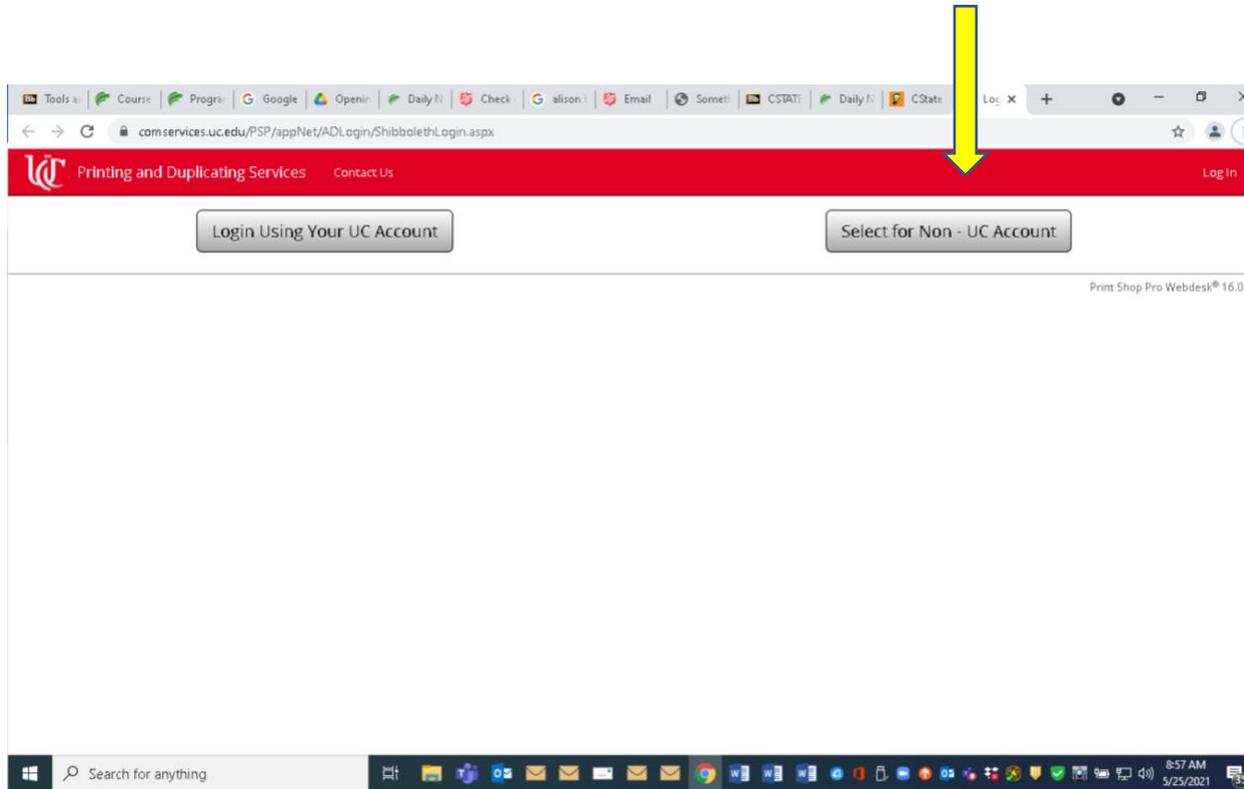


UC New Duplicating Portal:

To create your account, please visit the UC **Print Order Desk** at: <https://comservices.uc.edu/PSP/appNet/ADLogin/ShibbolethLogin.aspx>. You can contact UC for help if needed at (513) 558-2680.

To start, Select "Non-UC Account" on the right.



At the next screen, select the highlighted **HERE** in the first bullet.

comservices.uc.edu/PSP/app/web/gn/gn_display.asp?action=login&LDAPfailed=1&target=

Printing and Duplicating Services Contact Us Log In

New Users:

- Click **HERE** to register
- Enter information in all required fields (*)
- Your site will be your department or division name
 - UC Health sites begin with "UCH"
 - Cincinnati State sites begin with "CS"
 - Children's Hospital site is CCHMC Accounts Payable
 - External clients should choose "Credit Card/ACH" as their site
- If you have questions, call Printing Services at 513-556-5043
- You will be notified when your account has been approved (this should not take more than a day)

Existing Users:

- Enter your username and password

Registered Users

User Name [Show Help](#)

Password [Show Help](#)

Login

Forgotten your password?

Print Shop Pro Webdesk® ver 16.0.6

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Fill in your information on the screen below.

- For Site / Department select (insert appropriate "CS" choice from menu).
- For Site Address Line 1, use "3520 Central Pkwy" and leave Site Address Line 2 blank.

Once you've completed all the required fields and confirmed you are not a robot, click Register.

comservices.uc.edu/PSP/app/web/reg/reg_display.asp

Printing and Duplicating Services Contact Us Log In

Enter Your Contact Information

First Name *
Middle Initial
Last Name *
Email Address *
Phone Number *
Site / Department * Please Select
Site Mail Stop or Area
Site Address Line 1 *
Site Address Line 2
Site City * Cincinnati
Site State Ohio
Site Postal Code * 45216
Site Country

Create Your Login

User Name *
Password *
Confirm Password *
Verify

I'm not a robot

Select an Action

Register Back

Upon registering you will receive an email stating "Before you can place an order, your account will need to be activated by a member of our team. This shouldn't take longer than a day."