

# Production Printing Online Order Center

## Quick Start Guide

Our new online ordering web portal is a browser-based ordering application, enabling users to order, manage, reorder documents and items at one or more designated print centers, using the Internet or Intranet. The website supports the entire ordering process from order placement to fulfillment.

This guide provides step-by-step instructions along with handy screenshots, giving you the look and feel of what to expect as you navigate placing your orders.

**Log In:** <https://crd.d11.org>

On the Log In page, you will find helpful information guiding you through a few key aspects.

Help

**Production Printing**  
at Colorado Springs School District Eleven

COLORADO SPRINGS  
D11  
SCHOOLS

CSSD11 Account ▼ User ID Password **Log In**  
Sign up

**PRODUCTION PRINTING ONLINE ORDER CENTER**  
*Your home for submitting and tracking print orders online 24/7!*

**Order With Confidence**  
Get your print orders exactly as you want them, when and where you need them with Production Printing.

**Don't Wait in Line!**  
Order your documents from the comfort of your home or office using our online ordering system.

**Get Started Today**  
**D11 Employees:** Select **CSSD11 Account** from the dropdown menu, and log in using your District network **Username** and **Password**.  
**HINT:** This is the same 7-letter Username (**not your email address**) and Password used to login to your District computer workstation.

**Non-Profit Customers:** Please register by selecting the **Sign up** link located above. Once registered, a Customer Service Representative will be in contact with you.

**SurePDF Print Driver**  
Once logged in, if you have not already installed our SurePDF print driver on your computer, click "**Download SurePDF Driver**". Using our print driver converts your file to a PDF, ensuring that your document prints accurately, exactly the way it appears on your Windows or Mac application.

**Questions?**  
Click **Help** in the upper right-hand corner of the window. The **Help** feature is an absolutely **AWESOME** resource!

You may also email or call us Monday - Friday, 7:30 a.m. - 5:00 p.m. at: [printing@d11.org](mailto:printing@d11.org) or 719.520.2124

## My Contact Information

After logging in the first time, the **My Contact Information** screen will appear.

- As a D11 staff member, you will find this page pre-populated with your directory information. Please take a moment to verify this information, making changes as necessary, and adding the other pertinent required details necessary for shipping your orders or contacting you if we have questions regarding your print order.
- The selection made under “**Actions**” is the recommended default.
- Click **SAVE** at the bottom of the screen.

**My Contact Information**

Make desired changes to your personal contact information. The Print Center may use this information to contact you about your order if necessary. Fields with an \* are required at all times, fields with an + are required to submit an order.

**Address**

First name\* John  
Middle name  
Last name\* Smith  
Job title Instructor  
Location Your School  
Company  
Department Your Department  
Street 1\* Your School Address  
Street 2  
Street 3  
City\* Colorado Springs  
State Colorado  
Zip\* 80903  
Country United States

**Phone / Email**

Email\* your district email address  
You must supply a valid email address.  
Work #\* Your contact phone no.  
Mobile #

**Actions:**

Apply changes to my default addresses that use this information: Personal, Billing, Shipping  
 Apply changes to my Personal address only. This will create a new contact in your Personal Contacts list.

## My Account

- After verifying your **Contact Information** described above, you will be taken to the **My Account** page. You will notice that all the information from the previous page is now visible here. You may update this information at any time.
- You may also indicate your **Preferred Site** from the dropdown menu in the upper portion of this screen. Please select your assigned High School Copy Center here.
- Toward the bottom of this page you will find the heading **Email Options**. Recommended boxes to “Check” are shown here. You may “Check” any other desired notifications.
- The **Print Options** shown are the recommended default.
- Click **SAVE**.

**Email Options**

**Order Completed**  
Receive an email when your order has been completed.

**Shipment Notification**  
Send an email to the order owner of the shipment when shipped.

**Item Expiration**  
Receive an email when your documents expire.

**Shipment Notification to Recipients**  
Send an email to the recipient of the shipment when shipped.

**Order Completed To Billing**  
Send an email to the designated Bill-to individual from your order when completed.

**Order Receipt**  
Receive an email when your order has been submitted.

**Print Options**

Summary | Print | Binding | Folding & Drilling | Covers | Other

Print: B/W, 1-Sided, 8.5x11 White 20# Bond, Scale Down Only

**Save**