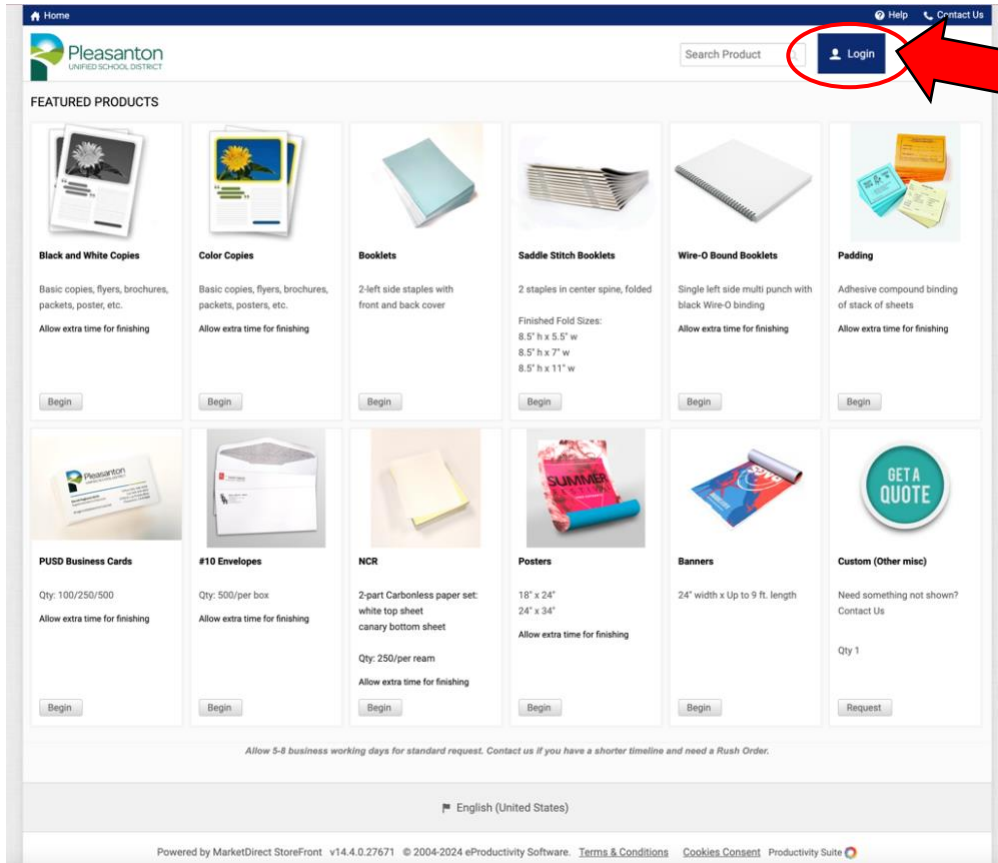
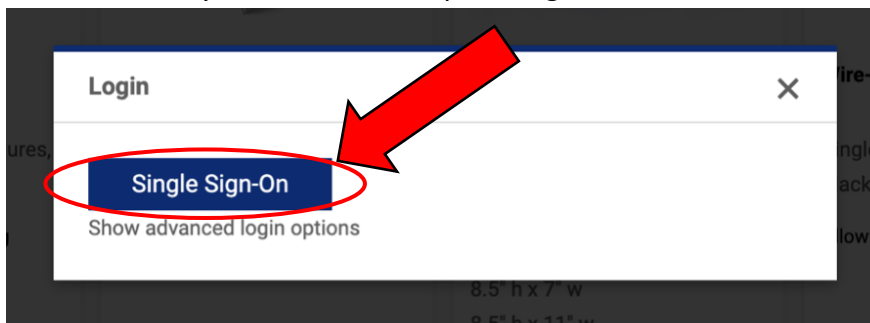


# Digital StoreFront (DSF) - Login Tutorial

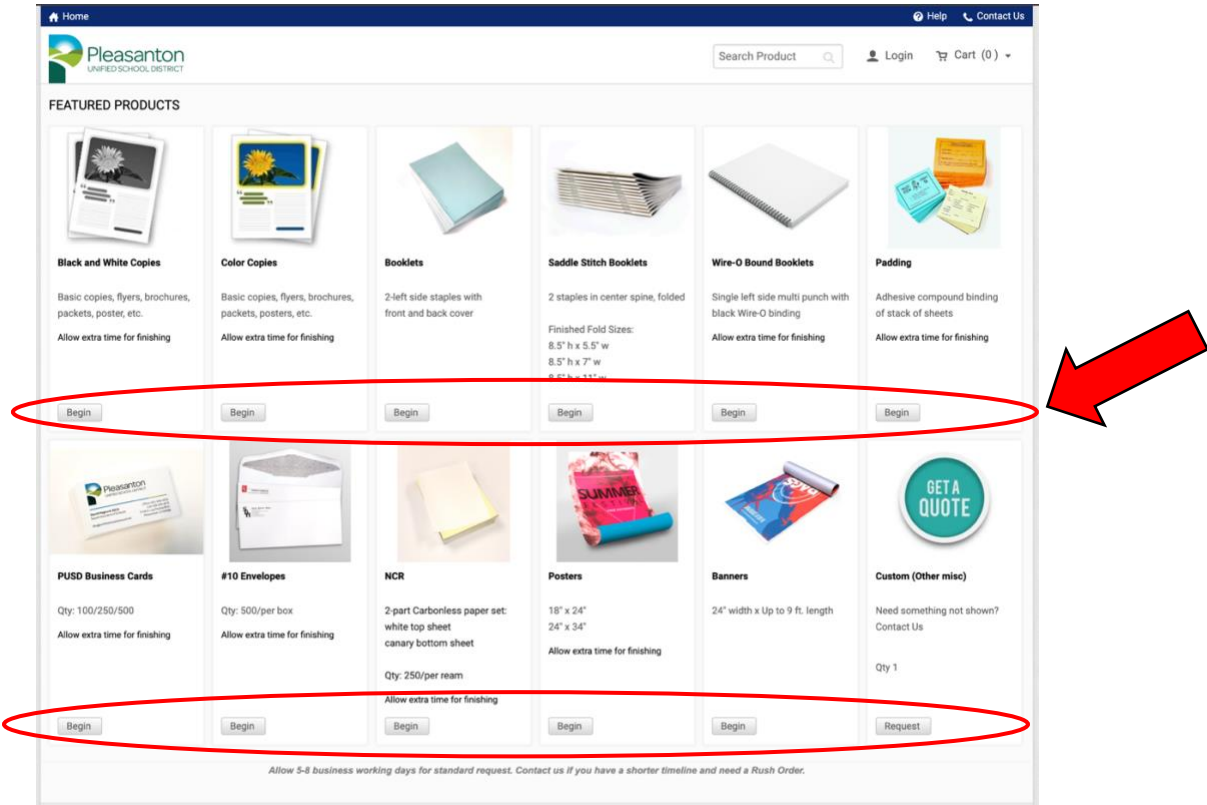
1. Access the Digital StoreFront by using a web browser (*i.e. Chrome, Edge, Firefox, Safari*)
2. Enter the URL link to begin: <http://pleasantonusd.myprintdesk.net>
3. Near the top right corner, **Click Login.**



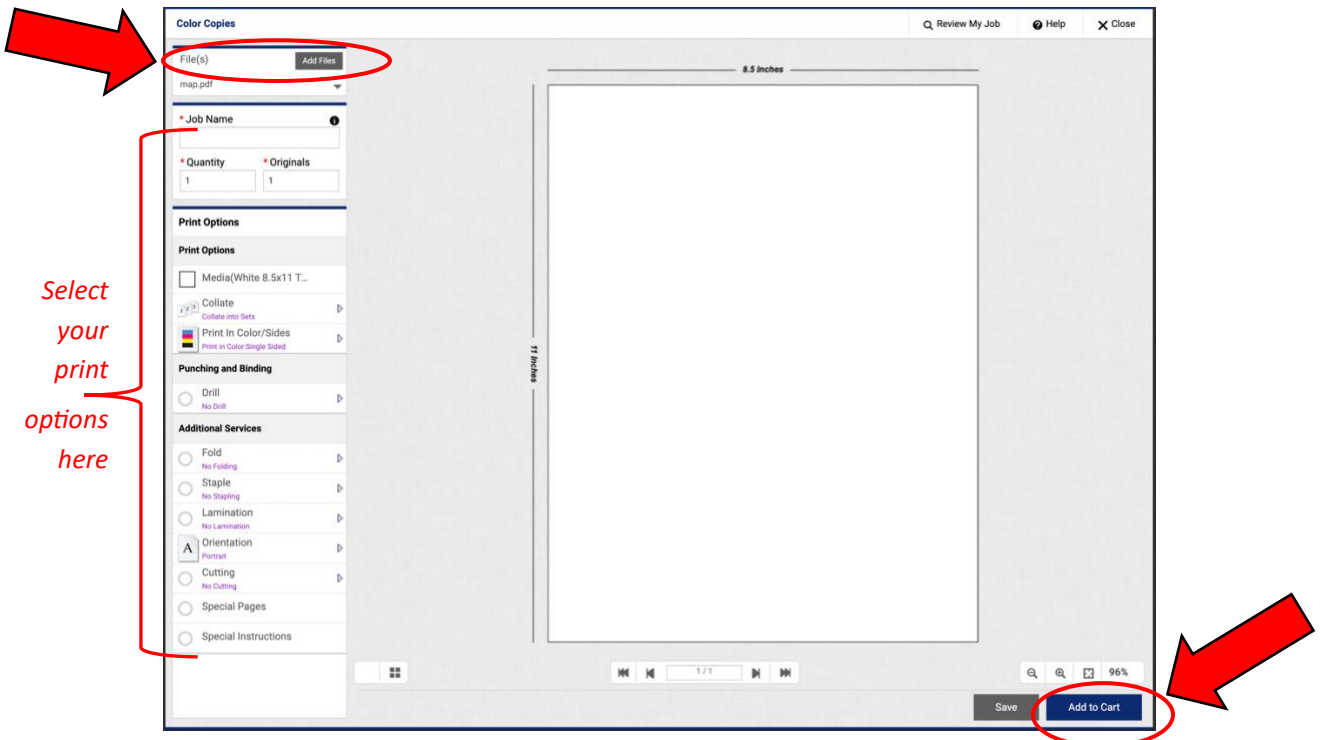
4. **PUSD STAFF:** Click **Single Sign-On** to access the Digital StoreFront. *Use your PUSD Login credentials (user@pleasantonusd.net) and email password to automatically access to the Graphics Digital StoreFront.*



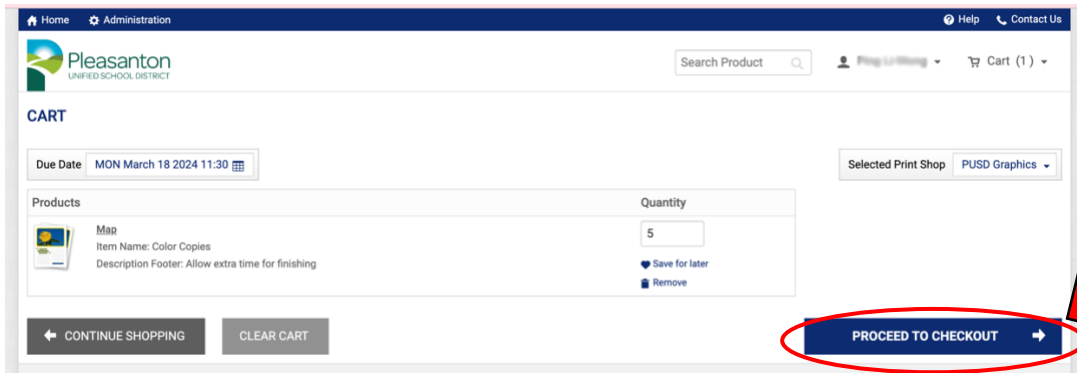
5. Select the product and Click **Begin** to start the order.



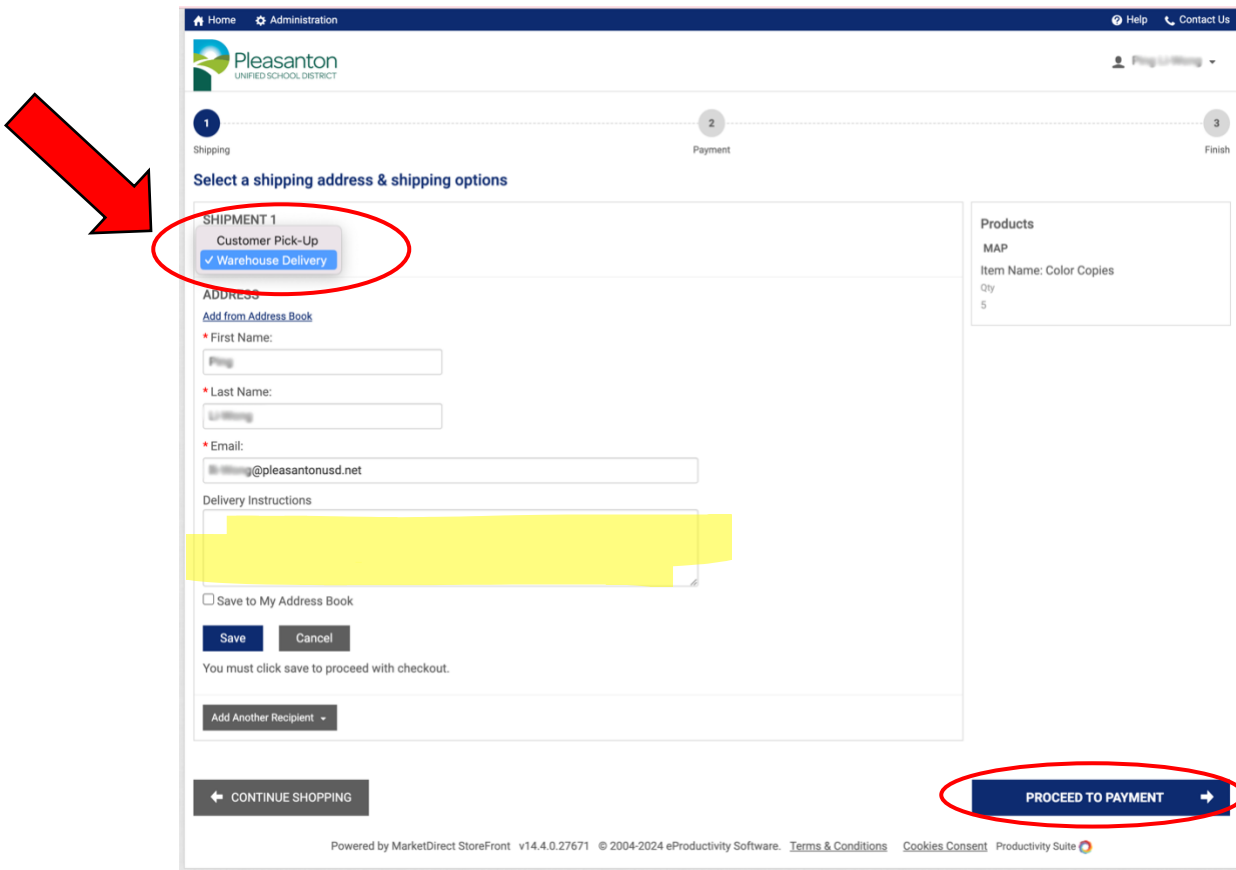
6. Click **Add Files** to upload pdf file. On left side, indicate quantity, how many in originals, options/finishings, special instructions. Then, Click **Add to Cart** to proceed to checkout.



7. After adding your items to the cart, **Click Proceed To Checkout.**



8. **Complete the delivery information (if needed).** Under Shipment drop down menu, **Select either Customer Pick-up or Warehouse Delivery option.** Enter the site location (*Delivery goes to the site's mailroom*). **Click Proceed to Payment to finish order.**



9. **PUSD STAFF:** Enter a valid **Graphics PIN**.

*(It begins with 98...)* Contact your site secretary to request a Graphic PIN assignment before placing your job order. *Graphic PIN is required for billing and delivery of job.*

Must **Click Place My Order** to submit your order.

Shipping

2 Payment

3 Finish

How would you like to pay?

PAYMENT METHOD  
Please select a payment type.

Graphics PIN

GRAPHICS PIN  
Graphics PIN:

Place your Graphic PIN here.

Products  
Map  
Item Name: Color Copies  
Qty  
5

← CONTINUE SHOPPING

PLACE MY ORDER →

10. You will receive **Order Confirmation** with an order number.

Pleasanton  
UNIFIED SCHOOL DISTRICT

Shipping

Payment

3 Finish

Order Confirmation

Thank you for your order!

If you chose store pickup, please bring a copy of this order confirmation when you come to pick up your order.

Order # 26

Status: **In production**  
As of 3/12/2024 3:49:28 PM PDT

Order Date: 3/12/2024 3:49:24 PM PDT  
Due Date: 3/20/2024 7:00:00 AM PDT

Order placed by:  
@pleasantonusd.net  
DISTRICT OFFICE

Print Shop  
PUSD Graphics  
graphics@pleasantonusd.net  
4750 1st Street  
Pleasanton  
94566  
United States  
925-426-4270

Hours Of Operation  
Sun: Closed  
Mon-Fri: 7:00 AM-3:30 PM  
Sat: Closed

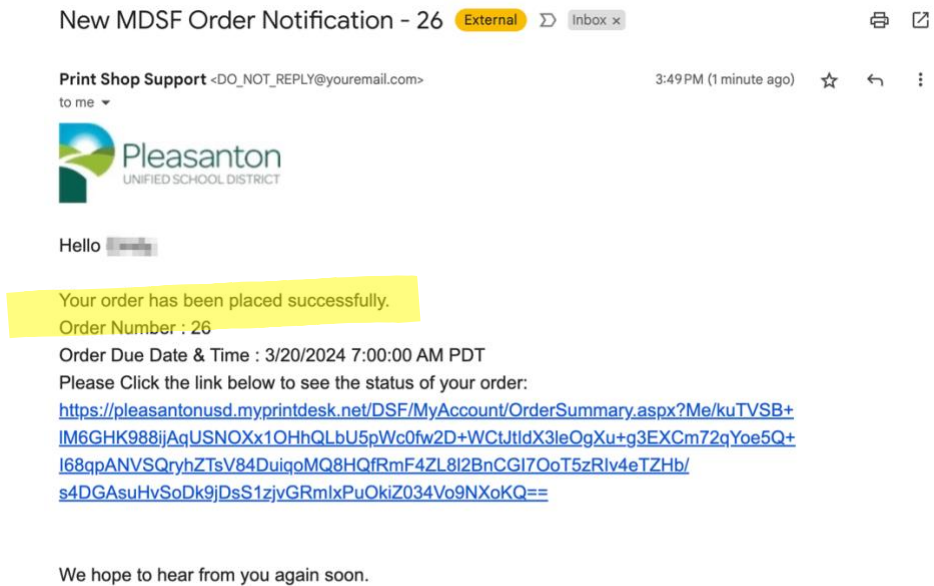
Products  
sample pdf test  
Item Name: Black and White Copies  
Qty  
1

Payment Method:  
Accounting Codes  
Graphics PIN

SHIPMENT 1  
Warehouse Delivery

ADDRESS  
DISTRICT OFFICE  
@pleasantonusd.net  
Test #2 to check if site location shows on address line

11. An **order notification** will also be sent to your email.



***If any questions, contact [graphics@pleasantonusd.net](mailto:graphics@pleasantonusd.net) or (925) 426-4270 for assistance.***

*Please allow 5-8 business working days,  
(exclude weekends and holidays) for standard job request.  
Allow extra time for extra finishings, customization, and larger work orders.*

**Graphics Department Webpage:**

<https://www.pleasantonusd.net/departments/business-services/graphics>

*Last revised on 5/1/2024.*