



Grants Pass School District No. 7

Getting Started with the Print Shop's **WebCRD™**

(541) 474-5708

Hours of operation 7:30 to 4:00

- 1) Go to the Printshop Department home page on the District Website
<https://www.grantspass.k12.or.us/departments/printshop>
- 2) Select ACCESS WEBCRD button in the middle of the page.
- 3) Log in for the first time using your School User name and password.
- 4) Fill in the information in the registration window
 - a. Title
 - b. Location – This is your building. Not your classroom.
 - c. Budget Number – TYPE ONE OF THE FOLLOWING
 - i. Allen Dale
 - ii. Highland
 - iii. Lincoln
 - iv. Parkside
 - v. Redwood
 - vi. Riverside
 - vii. North MS
 - viii. South MS
 - ix. GPHS
 - x. Gladiola
 - xi. District Office
 - xii. Food Service
 - xiii. Maintenance
 - xiv. Transportation
 - xv. GPFLEX
 - xvi. New Bridge

You are now ready to start.

Things to know.

- You can have up to 10 **Items/job** under 1 **ORDER**
- **You can drag and drop multiple files onto the portlet (printing shortcut) that you want to use. This will auto configure your documents with that print setting. White paper is the default. You will have to open each item if you want to change paper and/or cover colors.**
- When uploading multiple files using the Upload a File option –
 - Each file will become an individual **ITEM/JOB** under that **ORDER**
- We cannot print different amounts for pages within the same item/document.
- WWW.ILOVEPDF.com is a fantastic tool for:
 - Splitting PDF files
 - UNLOCKING files that have security like TEACHER PAY TEACHER FILES.
 - numbering pages
 - ANYTHING that has to do with PDFs or other file types.
- The **HELP** feature is really helpful!

Please call us at (541) 474-5708 if you need assistance