



ONEIDA-HERKIMER-MADISON BOCES WebCRD

User Guide



Oneida • Herkimer • Madison

BOCES

**Register &
Log in**

**Account
Settings**

**Custom
Orders**

**Cart
Overview**

**Order History &
Additional
Offerings**

Register & Log in

All Districts (except Utica City School District & BOCES)

- **Go to ohmprinting.oneida-boces.org**
- If you do not have an account, click [Register for an Account](#) at the bottom of the screen
- Fill in the required fields that are marked with an asterisk
- You will receive an email that will prompt you to set your password
- Once you have an account, make sure you select "Local Account" from the drop down on the login page (ohmprinting.oneida-boces.org)
- Use the username and password you selected when you created your account
- Click Login
- You can now place your orders

Utica City School District

- **Go to ohmprinting.oneida-boces.org**
- You do not need to register for an account
- Select Utica LDAP from the drop down menu
- Your username is your full email address (name@uticaschools.org)
- Your password is what you use to login to that email account
- Click Login
- You may be prompted to fill in any required fields in your Account Settings before you can proceed
- You can now place your orders

OHM BOCES

- **Go to printing.oneida-boces.org**
- You will be prompted to login using your OHM BOCES Google Account
- You are all set!
- You may be prompted to fill in required fields from your Account Settings before you can proceed
- You can now place your orders

ohmprinting.oneida-boces.org/public/login

printing@oneida-boces.org 315.793.8509 WebCRO Online Help

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Log In to Get Started

Domain
Utica LDAP

Utica LDAP

Local Account

Password *

[Forgot Password?](#)

Login

No Account? Register Now!

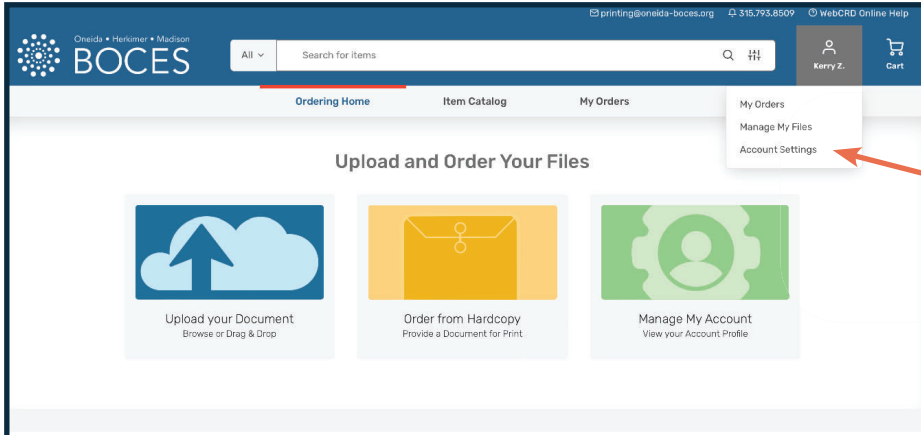
Registration takes less than a minute and allows you to:

- Upload and order your own files
- Choose from our custom online catalog
- Submit online to our Print Shop for printing
- Get your orders sent to your door

New to our site? [Register for an account.](#)

Account Settings

Please verify your account information through "Account Settings," located on the top right of the homepage under the user icon. Modifying any of these fields will autopopulate the information into your cart when ordering.



My Account: Clicking "Account Settings" will bring you to your account details page.

A screenshot of the 'Account Settings: Profile' page. The page shows a user profile for 'Kerry Zegarelli' and a list of settings on the left: 'Profile', 'Email Options', 'Shipping Options', 'Billing Options', and 'Account Codes'. The 'Profile' section is expanded, showing 'Account Information' and 'Contact Information' fields. Red arrows point from callout boxes to the 'Profile' link in the left sidebar, the 'Shipping Options' link, and the 'Billing Options' link. The 'Contact Information' section includes fields for 'First name', 'Middle name', 'Last name', 'Location', 'Job title', 'Department', and 'Company'. The 'Billing Options' section includes a field for 'Account Codes'.

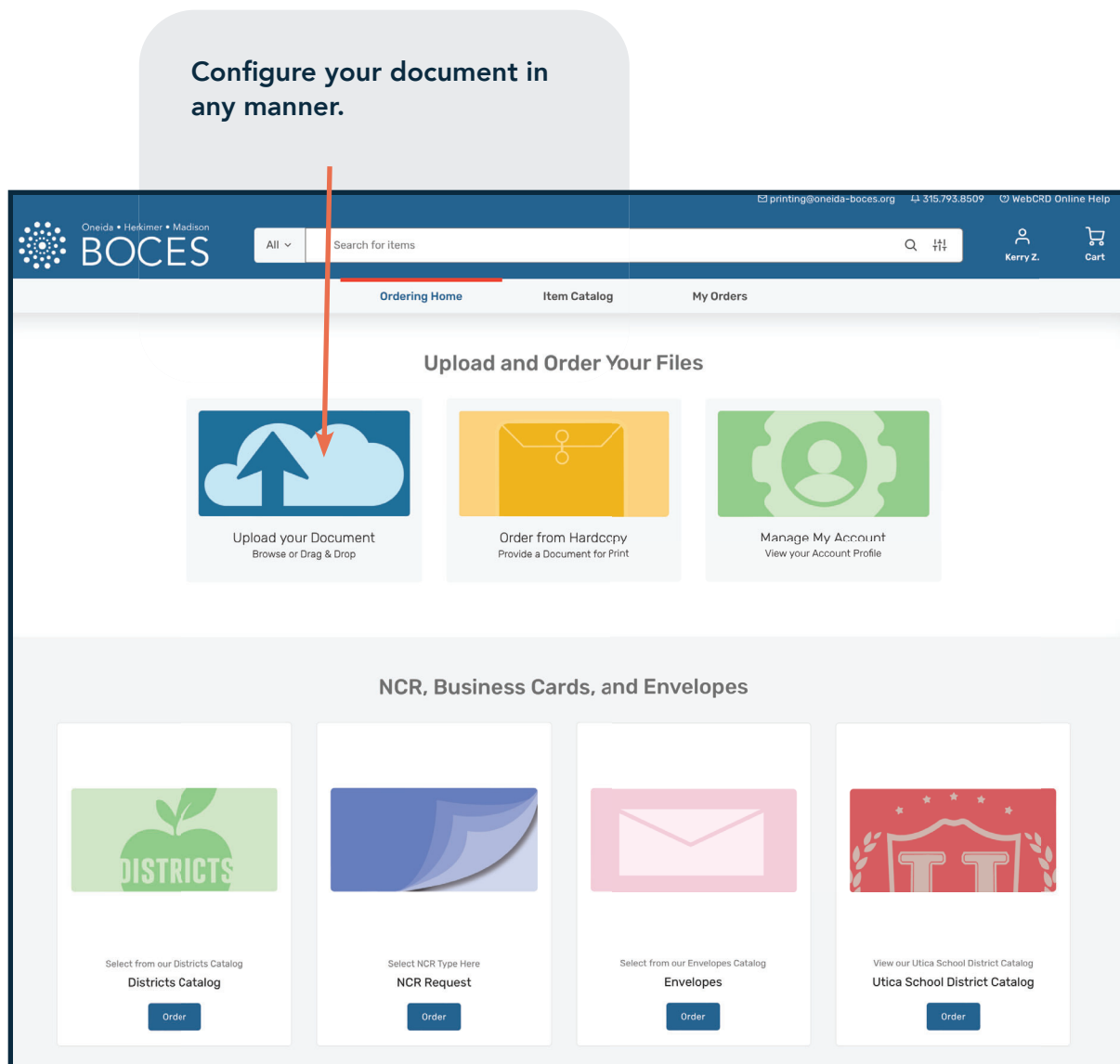
Profile - Contact Info: Input your contact information for all required fields. Required fields are notated with a red asterisk.

Shipping Options: Input the location your orders will be delivered to.

Billing Options: Input your billing information. It is very important that you select the correct account code so that your orders will reach its intended approver.

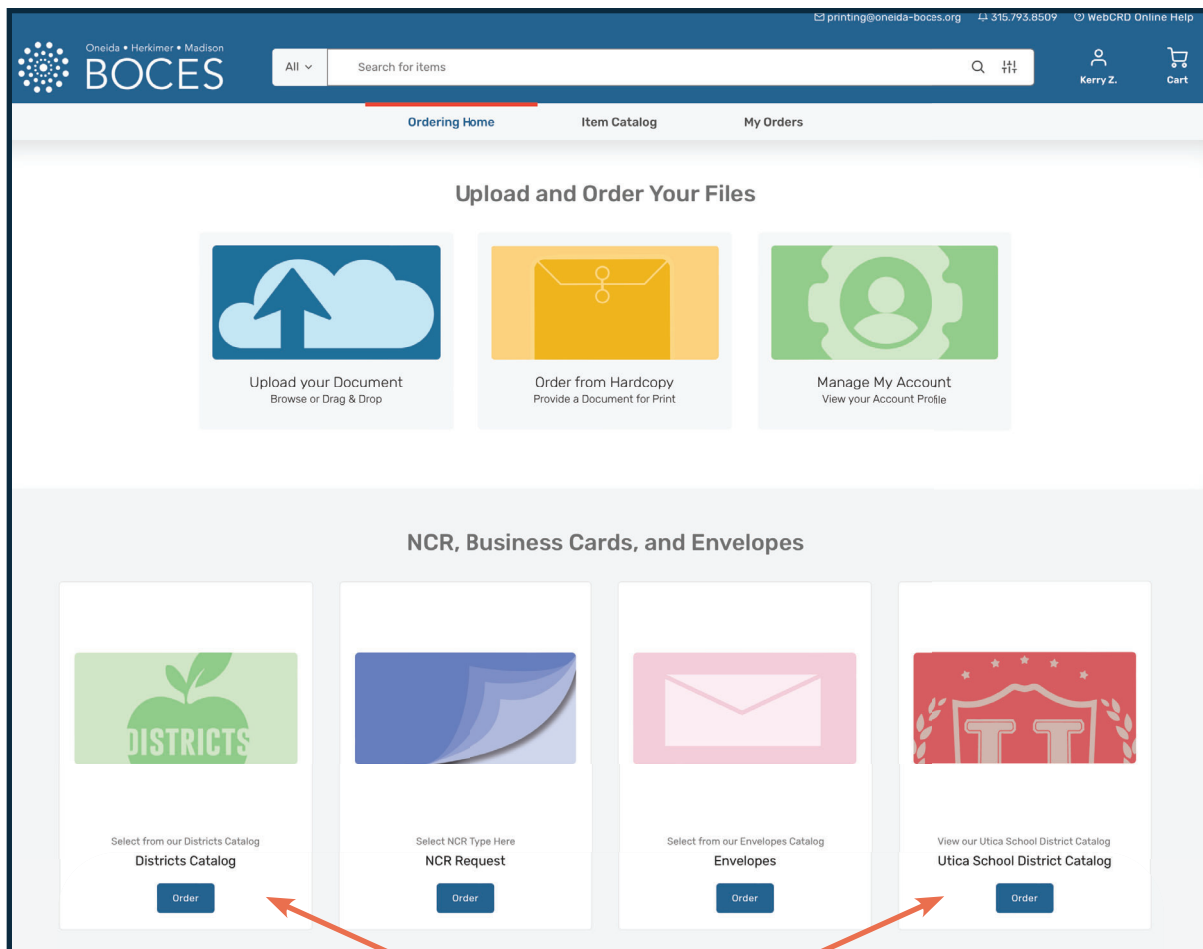
Ordering: Upload a Document

The online print center portal offers many options in addition to the catalog and custom print jobs!



Print settings, such as paper choices, black and white or color printing, binding options etc., will be discussed further on Page 8 (Print Options: Overview).

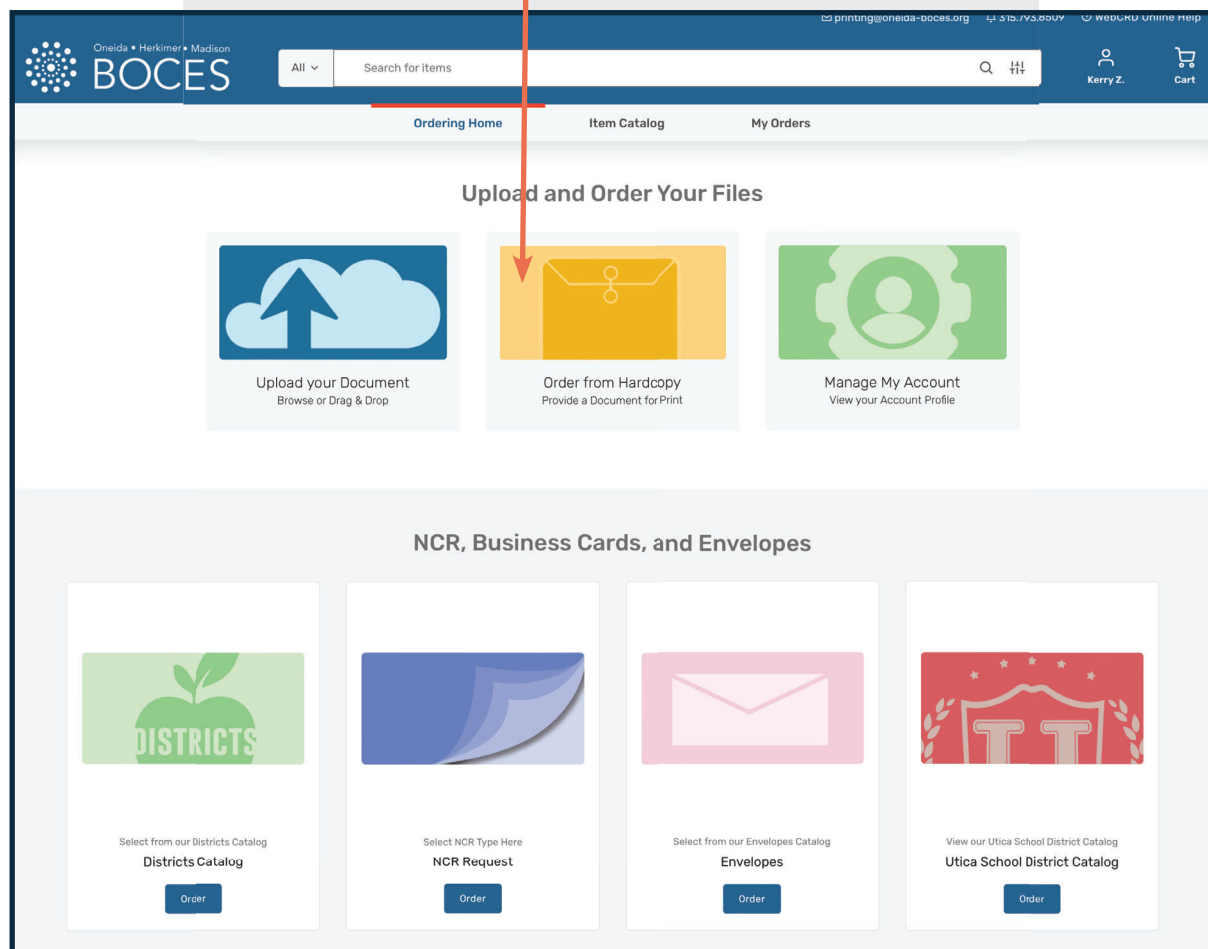
Ordering: Catalog



**Most print options are already configured within your catalog.
Simply choose your item, quantity, and submit!**

Ordering: Hardcopy

- Select print options for your order
- Select how your hardcopy originals will arrive to the shop
- Place your order and send us your originals if we have any questions regarding your order, we will reach out.



Print Options: Overview

Document Preview: Once a document has been uploaded, the user is brought to a dynamic preview of the job, which shows how the job will print. The preview will update based upon selected print options in the left column.

*Please be aware: what is displayed is nearly a perfect interpretation of what will be printed.

The screenshot displays a web interface for customizing a document titled "TEST.pdf". The interface is divided into a left sidebar with various settings and a main preview area. The sidebar includes sections for "Quick Sets" and "Customize Options". The "Quick Sets" section has "1-Click Print Options" and "Booklets". The "Customize Options" section includes "Output B/W", "Paper 8.5 x 11 White Paper", "Scaling Scale Down Only", "Plex 1-Sided", "Covers", "Binding", and "Folding & Punching". The main preview area shows a large white rectangle with the word "TEST" in the center. At the bottom, there is a navigation bar with "Back", "Saved", a confirmation message, and an "Approve & Continue" button. A red arrow points from the "Quantity" field in the sidebar to the "Approve & Continue" button.

Customizing **TEST.pdf** 🔗 Edit / Replace 💰 Unit Price (\$0.07) ⚙️ Item Options 🆘 Help

Quantity 1 →

Page Count 1 page(s)

Quick Sets

1-Click Print Options →

Booklets →

Customize Options

Output B/W →

Paper 8.5 x 11 White Paper →

Scaling Scale Down Only →

Plex 1-Sided →

Covers →

Binding →

Folding & Punching →

TEST

Page 1

← Back Saved By clicking "Approve & Continue" you confirm that you have reviewed this document and are ready to submit for printing / fulfillment. The current print options will also be saved as the default options for this item. [\(Change\)](#) Approve & Continue →

Item specific details: Input the requested quantity of your document.

**Please note: Some options may not be available based on the page count of your project.*

Print Options: Overview

Refine Print Options: Various paper, output (Black & white, color), covers, plex (one-/double-sided), scaling, etc., can be selected here.

For custom paper sizes/custom jobs, please enter special instructions on the main cart page or at the bottom of this section.

Choose Finishing Options: These range from binding (plastic coil/staples), folding and other options you may not see in the other sections. Please type any special requests into the special instructions page of the cart.

**Please note: Some binding options may not be available based on the page count of your project.*

The screenshot displays the 'Customizing TEST.pdf' interface. On the left, a sidebar lists various options: Booklets, Output (B/W), Paper (8.5 x 11 White Paper), Scaling (Scale Down Only), Plex (1-Sided), Covers, Binding, Folding & Punching, Other *, and Special Instructions *. An orange arrow points from the 'Refine Print Options' text to the 'Plex (1-Sided)' option. The main area shows a preview of a document with the word 'TEST' in the center. At the bottom, there is a navigation bar with a 'Back' button, a 'Saved' status, a confirmation message about submitting for printing, and an 'Approve & Continue' button. An orange arrow points from the 'Approve & Continue' button to the text below.

Customizing **TEST.pdf** [Rename](#) [Edit / Replace](#) [Unit Price \(\\$0.07\)](#) [Item Options](#) [Help](#)

Booklets ...

Customize Options

- Output **B/W** ...
- Paper **8.5 x 11 White Paper** ...
- Scaling **Scale Down Only** ...
- Plex **1-Sided** ...
- Covers ...
- Binding ...
- Folding & Punching ...
- Other * ...
- Special Instructions * ...

* Not shown in preview
Right click on preview pages for more options.

Help

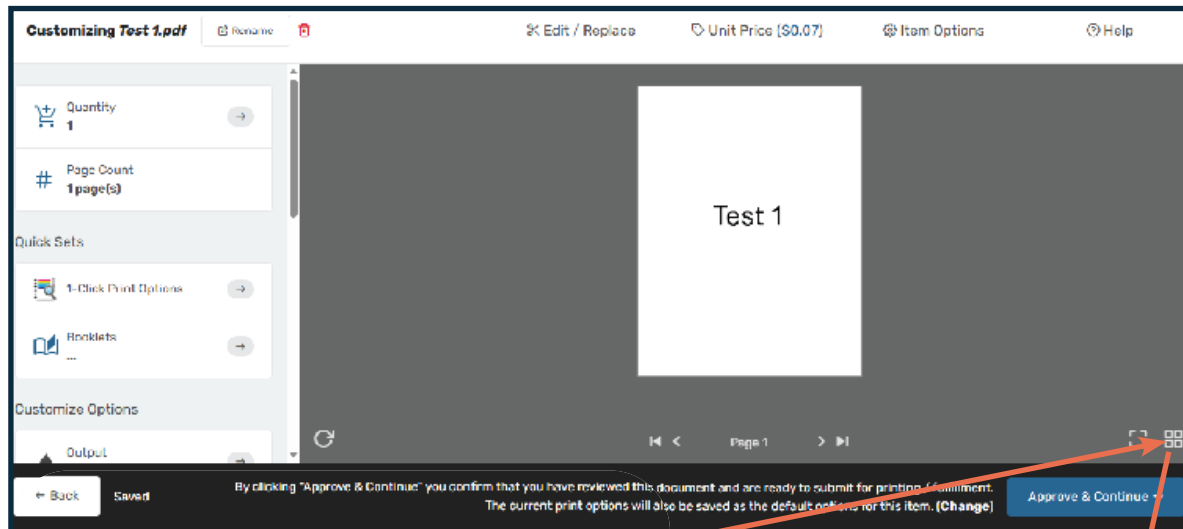
By clicking "Approve & Continue" you confirm that you have reviewed this document and are ready to submit for printing / fulfillment. The current print options will also be saved as the default options for this item. ([Change](#))

Approve & Continue →

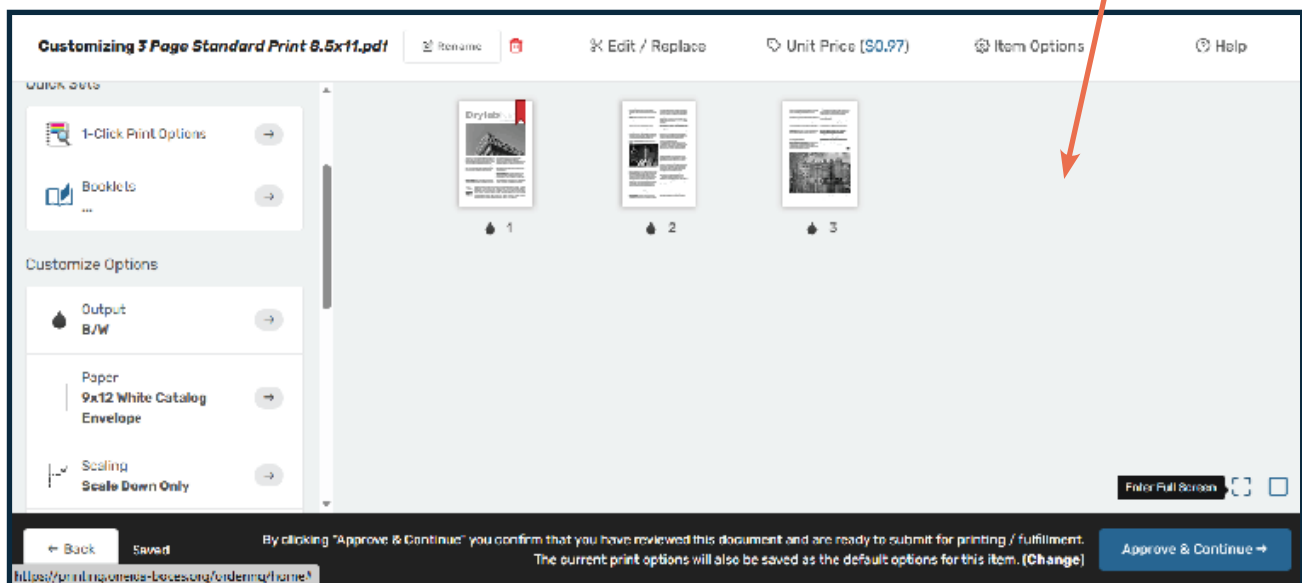
If you are happy with your order, press Approve and Continue and return to homepage.

If your order requires special pages, such as blank pages, black and white and color pages combined, see the next page for Special Pages.

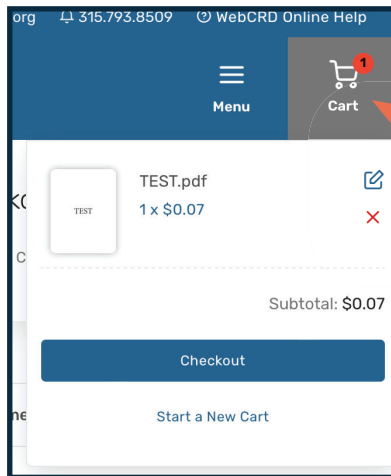
Print Options: Special Pages



To Add Special Pages: Click the icon in the bottom right of the preview. Right click on any of your pages. A menu will pop up from which you can add blank pages or set individual page attributes.



Cart: Shipping Overview



Checkout Workflow: Hover over the shopping cart icon in the upper right of the homescreen and select "checkout."

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printing@oneida-boces.org 315.793.8509 WebCRD Online Help

All Search for items

Ordering Home Item Catalog My Orders

Checkout

Home > Checkout

1. Shipping

2. Payment

3. Review

Ship To

+ Add Recipient

[Edit](#) Required fields are missing

Kerry Zegarelli
302 Court Street
School Communication
NY, US
kzegarelli@oneida-boces.org

[Change](#)

Choose Ship Date

Wednesday, May 13, 2026

Choose Shipping Method

Shipping Method is required

Shipping Method

☐ BOCES courier

☐ PJ Green
Send order to PJ Green for Mailing List Distribution

Order Summary

Cart Subtotal:	\$0.07
Shipping:	\$0.00
\$5.00 Order Minimum:	\$4.93
Estimated Tax:	\$0.00
	\$5.00

[View Price Breakdown](#)

Cart ID: 2571

Shipping: Select a requested ship date and delivery method.

Cart: Payment Overview

Payment Method & Account Codes Expand All

School/District Name*

School/District Name

Add Billing Instructions for this order

Enter Account Code: Select the correct code based on your school district or BOCES department.

Ordering Home Item Catalog My Orders

1. Shipping

Billing Address

Kerry Zegarelli
502 Court Street
School Communication, BOCES
NY, US
kzegarelli@oneida-boces.org

Payment Method & Account Codes

School/District Name*

School/District Name

Add Billing Instructions for this order

Account Codes

Search for account codes

001-1 - BOCES Human Resources

001-3 - BOCES Administration

101 - BOCES Career & Technical Education

200-1 Clinton Central School District - Administration

200-2 Clinton Central School District - Elementary School

200-3 Clinton Central School District - Middle School

200-4 Clinton Central School District - High School

210-1 Dolgeville Central School District - Administration

210-2 Dolgeville Central School District - Elementary School

210-3 Dolgeville Central School District - Jr./Sr. High School

Order Cost Information

Order Summary	
Cart Subtotal:	\$0.07
Shipping:	\$0.00
\$5.00 Order Minimum:	\$4.93
Estimated Tax:	\$0.00
	\$5.00
View Price Breakdown	
Cart ID: 2571	

Cost Details: Select the "Price Breakdown" to see an itemized breakdown of the estimated cost for this order.

Please be aware that estimates do not account for handwork or shipping charges. Your final pricing may differ.

Price Breakdown					
Item Recipient Summary					
Item		Quantity	Unit Price	Option Total	Item Total
TEST.pdf	Paperstock: 8.5 x 11 White Paper	1 sheet	\$0.0190		
- Quantity: 1 \$0.07 each Show Print Options B/W Pages: 1				\$0.02	\$0.07
Printer: B/W		1 impr.	\$0.0500		
Plex: 1-Sided			\$0.05		
				\$5.00 Order Minimum	\$4.93
				Subtotal + Shipping	\$5.00
				Tax 0%	\$0.00
				Item Total	\$5.00

Order Review

Order Name: Provide an order name for future reference and quicker assistance from the Print Shop.

The screenshot shows the 'Order Review' page. At the top, a progress bar indicates three steps: 1. Shipping, 2. Payment, and 3. Review (the current step). Below the progress bar, the heading 'Review Your Order' is followed by a text input field for 'Order Name'. An orange arrow points from the 'Order Name' instruction box to this field. Below the input field is a table of 'Product Details' with a 'Quantity' column. The first item is 'Last Paper Menu Flyer Text.docx', with details like '# Pages: 1' and 'Finished Size: 8.5 x 11 Inches'. The quantity is '1', with a red 'X' icon to its right. Below the table are three sections: 'Shipping', 'Billing', and 'Payment Method', each with an edit icon. The 'Shipping' and 'Billing' sections contain the same address for 'Kerry Zegarelli'. The 'Payment Method' section shows 'School/District: 001-3 - BOCES' and 'Name: Administration'. At the bottom, there are three buttons: 'Back', 'Start a New Cart', and 'Complete Order'. An orange arrow points from the 'Complete Order' button to the instruction box below. On the right side, an 'Order Summary' sidebar shows 'Cart Subtotal', 'Shipping', '\$5.00 Order Minimum', and 'Estimated Tax'. It also includes a 'View Price Breakdown' link and 'Cart ID: 2687'.

Product Details	Quantity
 Last Paper Menu Flyer Text.docx ✎ # Pages: 1 Finished Size: 8.5 x 11 Inches Details...	1 ✕

Shipping [✎](#)
Kerry Zegarelli
502 Court Street
School Communication, School Comm TEST
NY, US
kzegarelli@oneida-boces.org

Billing [✎](#)
Kerry Zegarelli
502 Court Street
School Communication, BOCES
NY, US
kzegarelli@oneida-boces.org

Payment Method [✎](#)
School/District: 001-3 - BOCES
Name: Administration

[← Back](#)[Start a New Cart](#)[Complete Order](#)

Order Summary
Cart Subtotal:
Shipping:
\$5.00 Order Minimum:
Estimated Tax:
[View Price Breakdown](#)
Cart ID: 2687

Review Order: Review requested items, total cost, shipping and billing information on this summary page.

Complete Order: Select "Complete Order" to send requested items to approval.



Order Confirmation

Once you have arrived at this page, your order has successfully been submitted. You will receive an email confirmation from the site if you have email notifications set in your account preferences.

**Please note: if you have not reached this page, your order has not been submitted.*

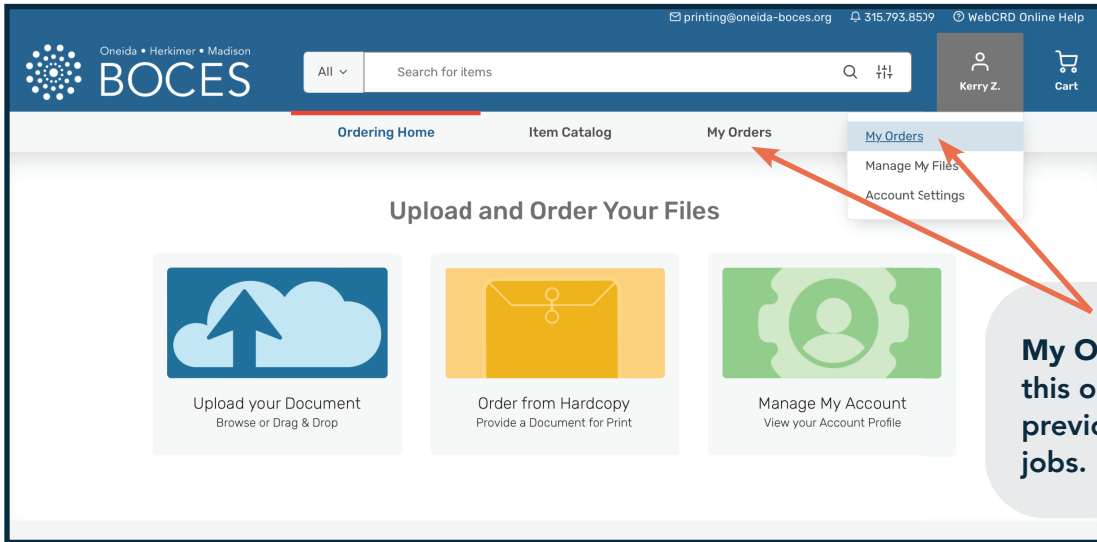
Thank you for your order!

Your order (2430) has been placed. You will be receiving an email confirmation shortly and will receive an email when your order is ready.

[Start a New Order](#)

Order History

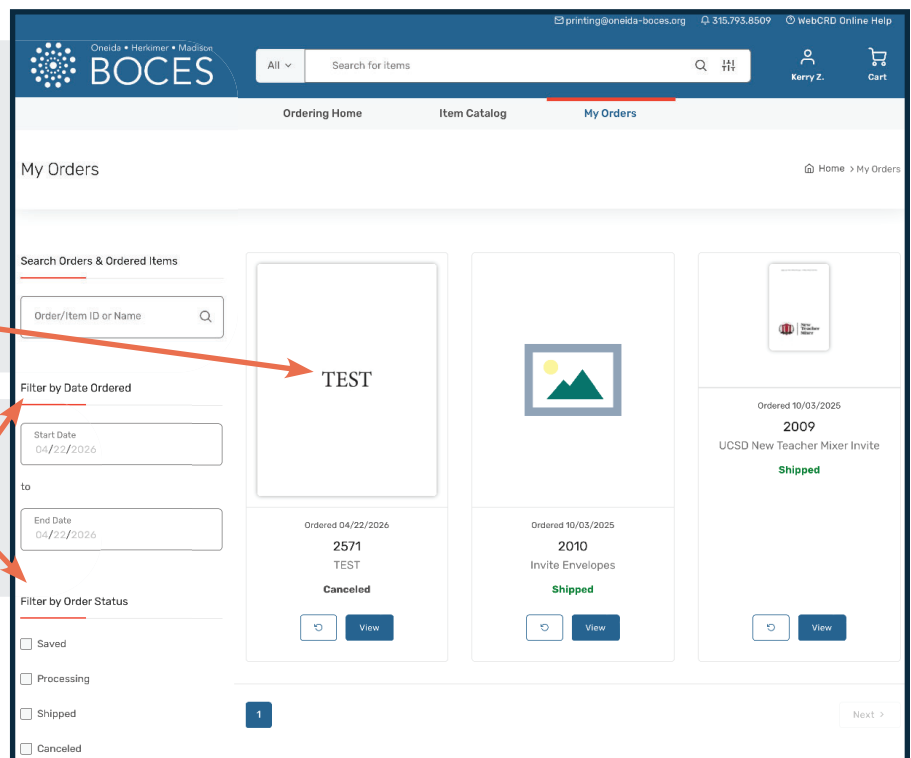
Within your Order History, you can reorder past jobs and the system will keep the job specifications in a new cart so that reordering is seamless.



Reorder: When reordering, click on the order you wish to print again. You can make quantity changes or keep options the same as your original order.

Need help finding your order? Use the filter options on the left to narrow down order history.

Once you're selected the file for reordering, checkout and send for approval.



**Note: Files do expire and may need to be re-uploaded. Please keep a backup of your files!*

Helpful Links

www.oneida-boces.org/webcrd



Need Help?

The Print Shop Team is ready to assist you!

For general questions: printing@oneida-boces.org or call: (315) 793-8509

For layout and design assistance, please contact our Communications Team: cderdzinski@oneida-boces.org or call (315) 793-8521



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Get In Touch

Phone: +1 (315) 793-8509

Monday-Friday: 8.00 am - 4.00 pm

printing@oneida-boces.org

FAQ Section



How do I login to WebCRD?

All Districts: Please use ohmprinting.oneida-boces.org make sure you are selecting "Utica LDAP," if you are a Utica City School District employee, and "Local Account" if you are from any other district. BOCES Employees: Please use printing.oneida-boces.org and login using your OHM BOCES Google account and password.

Help, I am still having trouble logging in!

Utica City School District - When you are on the sign in page, please make sure you have selected "Utica LDAP" from the drop down menu. Your username is your full email address (name@uticaschools.org) and your email password.

Districts Other than Utica CSD - When you are on the sign in page, please make sure you have selected "Local Account" from the drop down menu and then proceed with the username and password you chose when you created your account. If you cannot remember your password, use "forgot password" to reset.

BOCES Employees - Login at printing.oneida-boces.org and use your OHM BOCES Google Account. If your OHM Google account does not pop up, log-in using your full OHM BOCES email address and your password for that account.

I am ordering invitations or notecards and need envelopes, should I order envelopes in the special instructions?

No, please create a separate order for envelopes, even if the envelopes needed are blank.

Our district has a document that we have printed frequently and is used by multiple people. How do I get that as a catalog item?

Please email us at: printing@oneida-boces.org and we will assist you with adding the document to the catalog

I am not sure what the status of my job is, how do I find out?

Go to the Ordering Homepage and select "My Orders" at the top. It will show you the status of your order and allow you to reorder if you wish. To receive email notifications, please make sure you update your settings by going to Account Settings, Email Options and check the notifications you wish to receive.

What if I need something urgent, or something sooner than the estimated delivery date?

Please place your order and let your approver know to approve the order right away, then contact the Print Shop at 315.793.8509 or printing@oneida-boces.org. Please have your order number ready and let us know. We will always do our best to accommodate urgent orders, but during our busiest times of the year (end of school and summer), there may be delays.

Why can't I choose the binding I want?

If you were hoping to have your book tape or spiral bound and it does not show the option, it is because your document does not have enough pages. Tape and spiral bound books must have a minimum of 20 pages, 2-sided.

I would like multiple files merged to make one book, but can't seem to make it happen. Is there a way to do that?

Yes! Please email printing@oneida-boces.org with the files you would like merged and we can do that for you and send it back so you can place your order.



Printing Services

PRINTING@ONEIDA-BOCES.ORG | 315.793.8509