TO: Copy Center Users ~

The WebCRD software program is ready to begin accepting print orders.

**WEBSITE:**

- The URL is: [http://216.224.130.37/fulfillment/login](http://216.224.130.37/fulfillment/login). You may wish to bookmark this page as they don’t have a named URL.
- It is also available through our COD website at: [www.collegeofthedesert.edu](http://www.collegeofthedesert.edu), Faculty & Staff, Fiscal Services, Copy Center

**LOGGING IN:**

- Your user ID and password for this program are the same as your COD network login.
- If it fails the first time try again using the “I am a new user” selection.

**COMPLETING YOUR PROFILE**

- The first time you go to the site you will be required to update your profile with your department name and account code, etc.

**ACCOUNT CODES (AKA PO #):**

- All of our copy center object codes must be “4555” so please enter that and no other object code.
- A listing of the account codes is attached. Again please check and make sure we have the correct one for your department.

**Additional information:**

- When ordering NCR jobs, please submit only 1 copy, select 8.5x11 75gsm paper, and in special instructions specify how many parts, 2,3,4 or 5 part NCR and how many sets you need.
- Also, please get in the habit of proof reading and using the ‘preview’ option, that way you’ll see exactly what you’re ordering before you submit your order.