



How to Register for a User Account w/ Single Sign On (SSO)



<http://pusd.myprintdesk.net/DSF>

Step 1 – Visit Website & click the "SHOW ADVANCED LOGIN OPTIONS"

The screenshot shows the website's header with navigation links: HOME, FEATURED CATEGORIES, CATEGORY, SEARCH PRODUCT, and CART (0). The main banner features the text "Welcome to Paramount Unified's Digital Storefront" and "UPDATED PRODUCTION TURNAROUND TIMES" with a list of order types and their respective lead times. A circular logo for Paramount Unified School District is also visible. On the right side, the "LOGIN" section contains a "Single Sign-On" button and a "SHOW ADVANCED LOGIN OPTIONS" link, which is highlighted with a red rectangular box. A large yellow arrow with a red outline points upwards towards this link.

HOME FEATURED CATEGORIES CATEGORY SEARCH PRODUCT CART (0)

Welcome to Paramount Unified's Digital Storefront

UPDATED PRODUCTION TURNAROUND TIMES

Normal orders: 2 - 3 days from date received and/or approved
Larger orders: 3 - 5 days from date received and/or approved
Booklets/Custom Orders: 5+ days from date received and/or approved

PARAMOUNT UNIFIED SCHOOL DISTRICT 1953

Great things are happening in Paramount schools.

LOGIN

Single Sign-On

SHOW ADVANCED LOGIN OPTIONS

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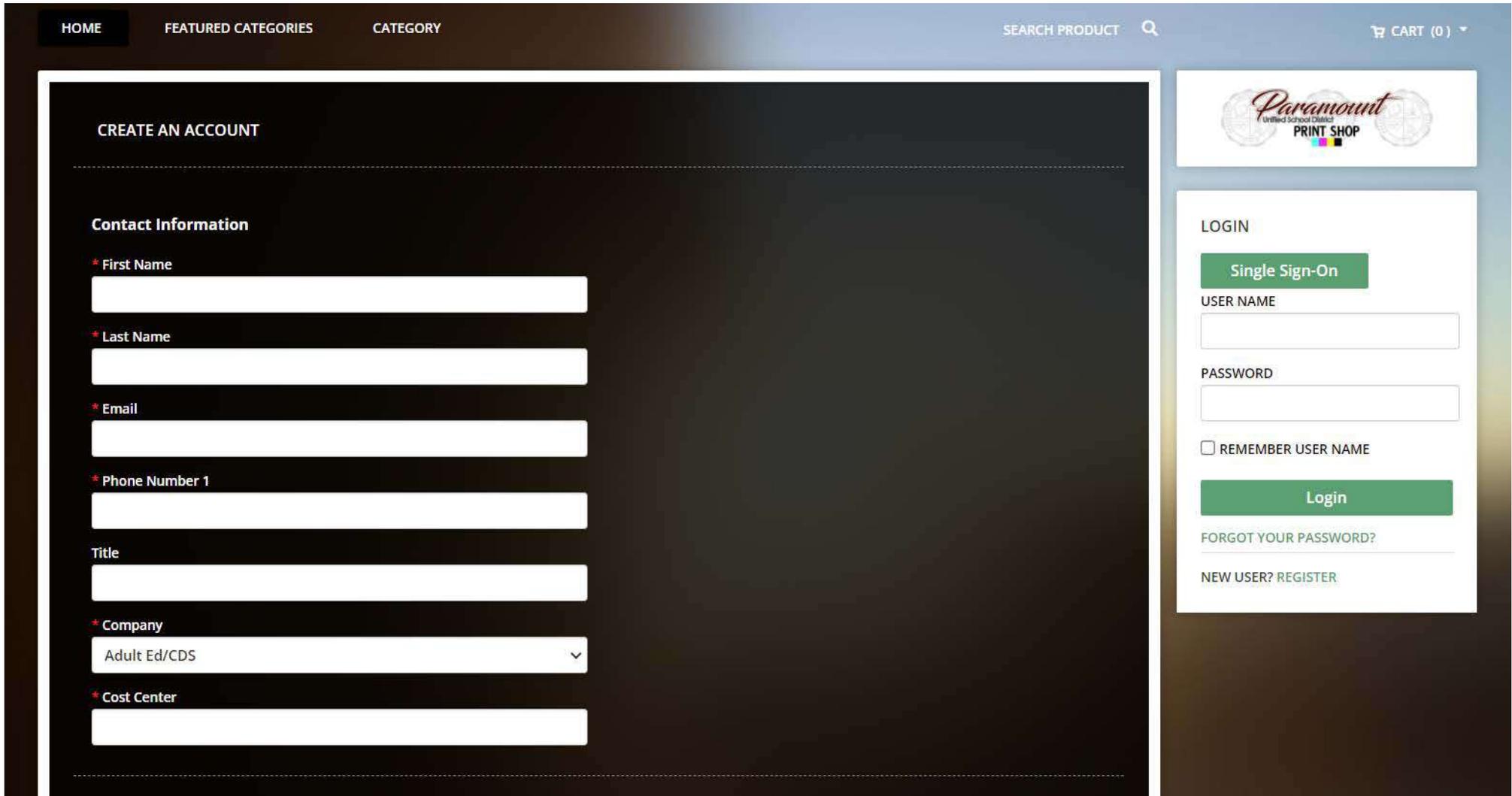
Step – Click the "Register" link.

The screenshot shows the website interface for Paramount Unified School District's Print Shop. At the top, there are navigation links for HOME, FEATURED CATEGORIES, and CATEGORY, along with a SEARCH PRODUCT field and a CART (0) icon. The main banner features the text "Welcome to Paramount Unified's Digital Storefront" and "UPDATED PRODUCTION TURNAROUND TIMES" with details for normal orders (2-3 days), larger orders (3-5 days), and booklets/custom orders (5+ days). A logo for Paramount Unified School District is also present. On the right side, there is a LOGIN section with a "Single Sign-On" button, input fields for USER NAME and PASSWORD, a "REMEMBER USER NAME" checkbox, and a "Login" button. Below the login section, there are links for "FORGOT YOUR PASSWORD?" and "NEW USER? REGISTER". A red box highlights the "NEW USER? REGISTER" link, and a large yellow arrow points to it from the bottom left.

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Step – New User Registration Landing Page
Fill in the fields to register for your account.



The screenshot shows a web page with a dark header and a light blue sidebar. The main content area is dark grey and contains a registration form. The sidebar is white and contains a login form and a logo for Paramount Unified School District Print Shop.

Navigation: HOME, FEATURED CATEGORIES, CATEGORY, SEARCH PRODUCT, CART (0)

CREATE AN ACCOUNT

Contact Information

- * First Name
- * Last Name
- * Email
- * Phone Number 1
- Title
- * Company (Dropdown menu: Adult Ed/CDS)
- * Cost Center

LOGIN

[Single Sign-On](#)

USER NAME

PASSWORD

REMEMBER USER NAME

[Login](#)

[FORGOT YOUR PASSWORD?](#)

[NEW USER? REGISTER](#)

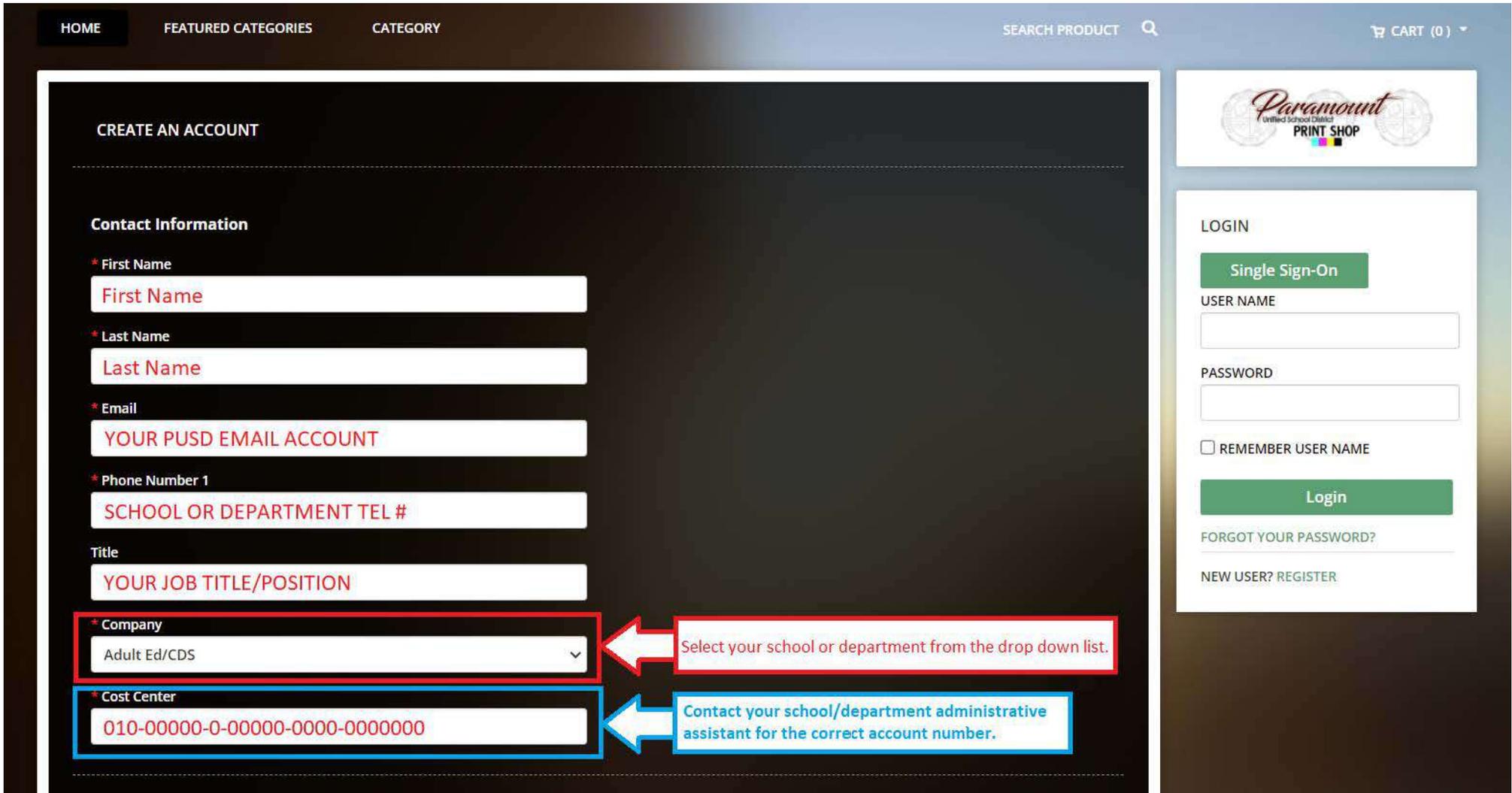
Paramount Unified School District PRINT SHOP

How to Register for a User Account

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Step – Contact Information

We recommend using your PUSD email account.



The screenshot shows the 'CREATE AN ACCOUNT' form on the Paramount Print Shop website. The form is titled 'CREATE AN ACCOUNT' and is divided into a 'Contact Information' section. The fields are as follows:

- * First Name:** Input field with placeholder text 'First Name'.
- * Last Name:** Input field with placeholder text 'Last Name'.
- * Email:** Input field with placeholder text 'YOUR PUSD EMAIL ACCOUNT'.
- * Phone Number 1:** Input field with placeholder text 'SCHOOL OR DEPARTMENT TEL #'.
- Title:** Input field with placeholder text 'YOUR JOB TITLE/POSITION'.
- * Company:** A dropdown menu currently showing 'Adult Ed/CDS'. A red box highlights this field, and a red arrow points to it with the text: 'Select your school or department from the drop down list.'
- * Cost Center:** Input field with placeholder text '010-00000-0-00000-0000-0000000'. A blue box highlights this field, and a blue arrow points to it with the text: 'Contact your school/department administrative assistant for the correct account number.'

On the right side of the page, there is a 'LOGIN' section with a 'Single Sign-On' button, input fields for 'USER NAME' and 'PASSWORD', a 'REMEMBER USER NAME' checkbox, a 'Login' button, and links for 'FORGOT YOUR PASSWORD?' and 'NEW USER? REGISTER'.

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Step – Account Information

Use your PUSD Email and Password as your Print Shop user name.

Account Information

* User Name
Your PUSD Email Address

* Password
Use your District Password too

* Re-enter Password
Re-enter your above password for Validation

* Secret Question
What high school did you graduate from? ▾

* Security Answer
Type in the Answer to the Security Question You Choose

* Enter the code shown below
CAPTCHA - For security reasons.

4GUF2 ↻

By clicking the Submit button, you agree to [Terms and Conditions](#)

Submit

YOU ARE REQUIRED TO USE YOUR PUSD EMAIL ADDRESS AS YOUR USER NAME.

ALSO, PLEASE USE YOUR DISTRICT NETWORK PASSWORD.

THIS IS IMPORTANT SO THAT YOU CAN USE THE SINGLE SIGN ON FEATURE IN THE FUTURE AND YOU DON'T HAVE TO KEEP TRACK OF AN EXTRA PASSWORD.

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Step – Confirmation of Account Created



Thank you, your account for online copy submission has been successfully created.

An e-mail confirmation has been sent to the e-mail address you provided.

[Get Started](#)

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Future Log In Process using Single Sign On (SSO)

Now that you created your account, it will tie into the District's Network Directory and you can use Single Sign On to log in.

Click the "Single Sign On" button when visiting the Print Shop Online website.



It will redirect you to the Microsoft login page, where you will either enter your PUSD info or if it is already listed, you can select the account.

