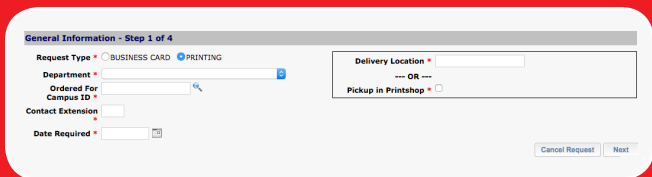


# PRINTING JUST GOT EASIER!

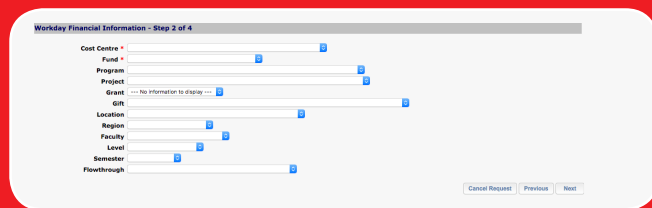
Starting May 1st, Printing & Digital Services is pleased to announce that you can now submit print requests through our new online portal in Brock DB - Printshop. See below for a step-by-step guide on submitting your requests for your convenience.



Visit [my.brocku.ca](http://my.brocku.ca) and login to your Brock account using your credentials. Under *My Work*, click on *Brock DB - Menu*. Under the *Printshop* dropdown option click on *PrtRequestForm*, followed by *Create New Request*.



- 1 Begin by filling in the following information: the request type, your department for the person requesting the order, campus ID of the person who's account will be charged, contact extension, the date the request is required and if the request needs a delivery location or if it will be picked up. Ordered for Campus ID is critical to access Grants, Projects, Programs or Gifts held by requestor.



- 2 Fill in the necessary Workday Financial Information including your Cost Centre and Fund. If the request requires additional information including a Program, Project, Grant or Gift, please provide this in the necessary fields. Academic departments must include a Level worktag on all orders charged to Fund 01 Operating.

**Order Information - Step 3 of 4**

**Job Information**

Description \*

Number of Pages

Copies of Each Original \*

Print Number From To

Double Sided

Collate

Artwork Required

---

**Paper**

Size

Weight

Ink Color

Pastel Bond

Bright Bond

Specialty Papers

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**Finishing**

Stapling

Folding

Perfing

Finished Size

Scoring

Binding/Drill

---

**Special Instructions**

**3** Fill in the necessary order information within the three areas: Job Information, Paper and Finishing. Please let us know of any additional information under Special Instructions.

**SUBMIT FILE NOW FOR THIS ORDER**

The maximum upload file size is 82MB, if file exceeds this size please share your file via SharePoint with [printing@brocku.ca](mailto:printing@brocku.ca) including this PS# in the message area.

Step 1 - Browse to add file and click **INSERT** to embed file to request.

Step 2 - To make changes to your request details, click **PREVIOUS**

Step 3 - To complete request, click **SUBMIT REQUEST**

Please contact Printing Services at. Ext. 3207 if you have any questions

**4** Upload and submit your files. Please follow steps 1 to 3. The maximum upload file size is 82MB, if file exceeds this size please share your file via SharePoint with [printing@brocku.ca](mailto:printing@brocku.ca) including the PS# in the message area.

Please contact or visit us if you have any questions or issues:

MCG210 • Mackenzie Chown G Block  
Hallway between Pond Inlet and Shipping  
[printing@brocku.ca](mailto:printing@brocku.ca)  
905-688-5550 Ext. 3207

[brocku.ca/printing](http://brocku.ca/printing)