## Print Shop Pro Print Order Approval Instructions

Directions for approving print orders in Print Shop Pro. For assistance, contact the SJECCD ITSS Help Desk at itss.helpdesk@sjeccd.edu, or online at https://services.sjeccd.edu/tdclient/home/.
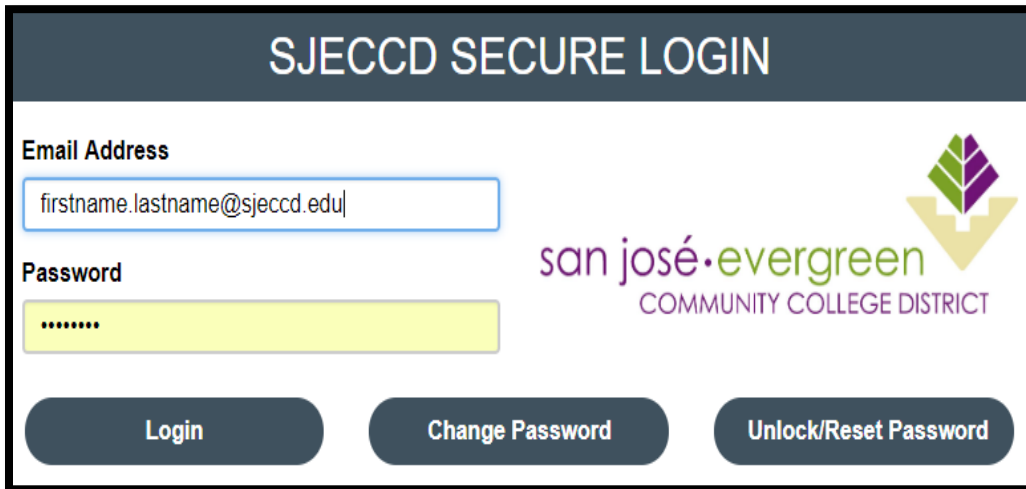
1. Approvers (Deans, Admin Assistants, Managers or Supervisors) will receive an email to approve the job request using assigned budget code. To approve the print order click on the link as shown below.
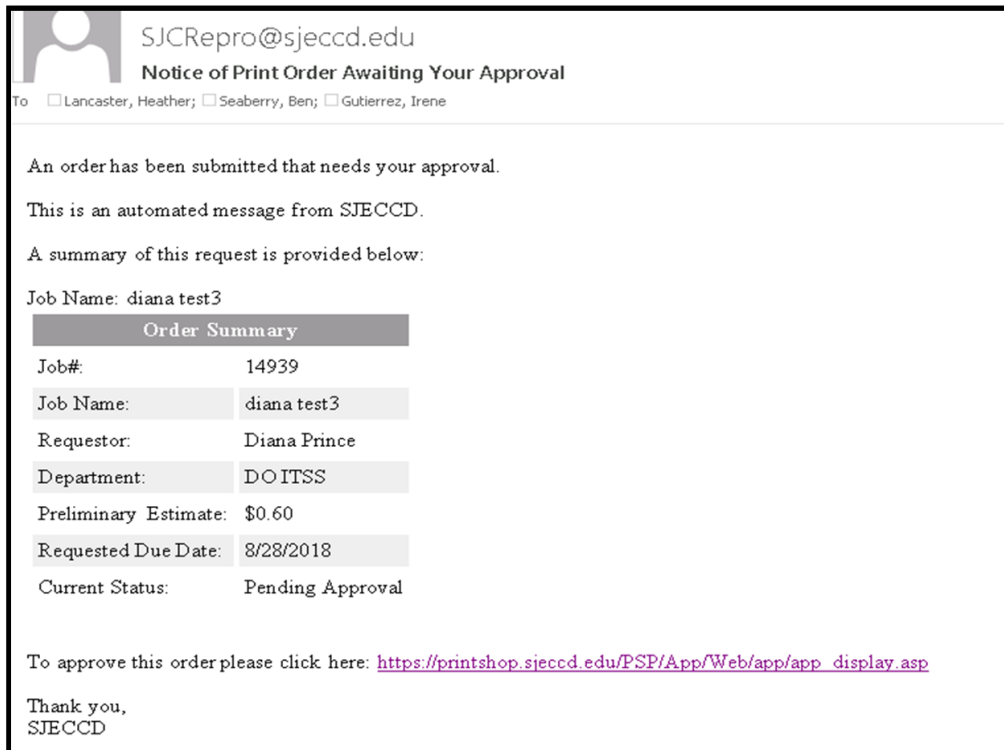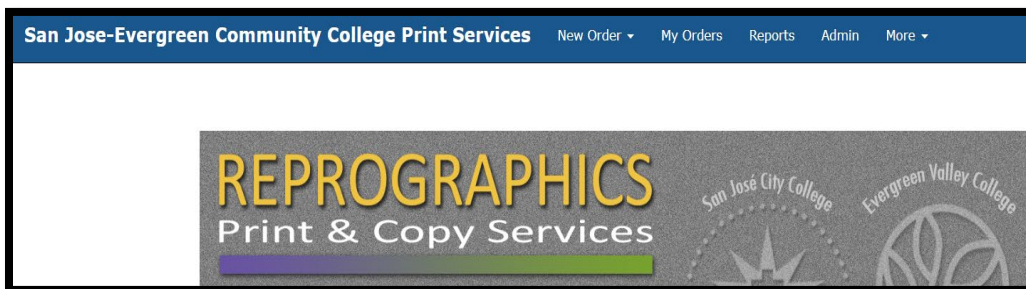

2. If this is your first time logging into Print Shop Pro, select the *Login Using Your Network Account* option. This will take you to the following URL, https://printshop.sjeccd.edu The URL go to the **SJECCD Secure Login** page.
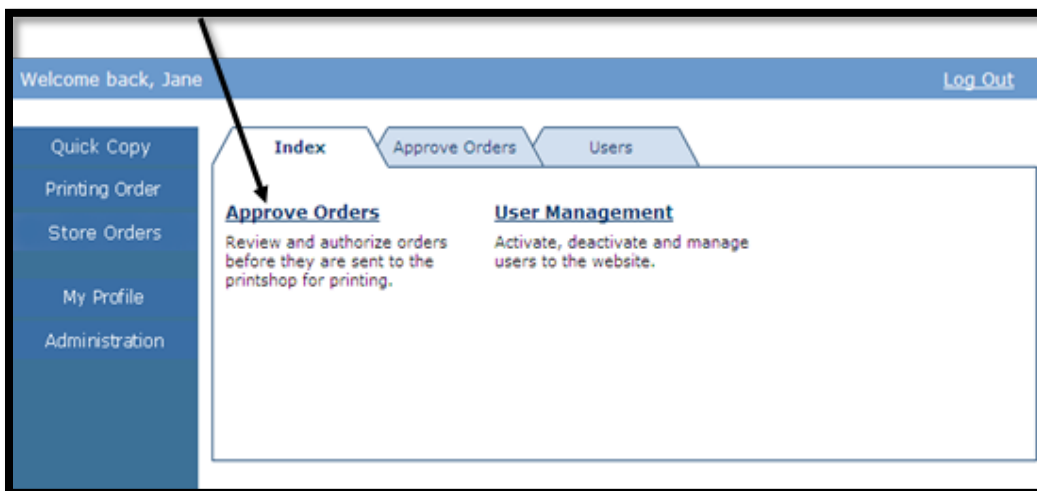
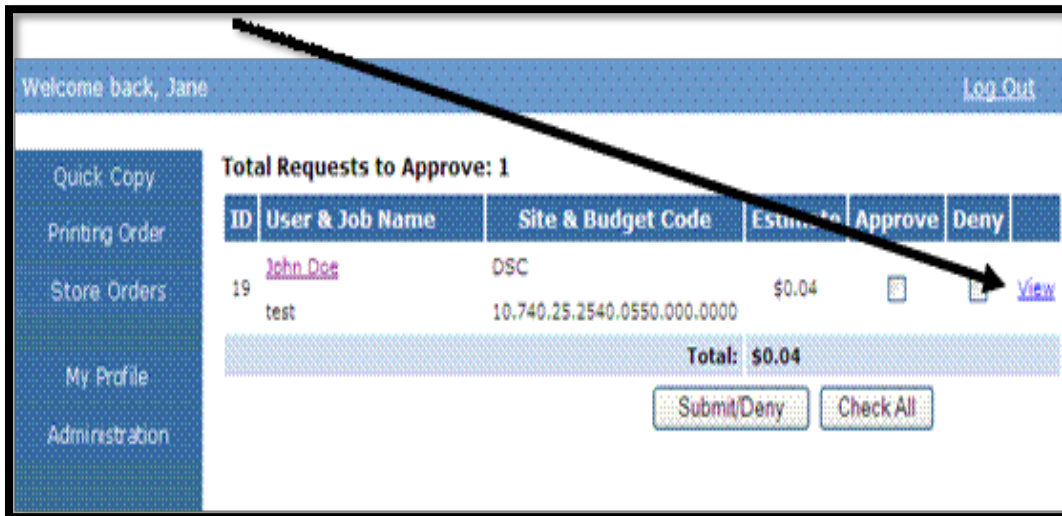**3.** Enter your email address and password. Select Login.

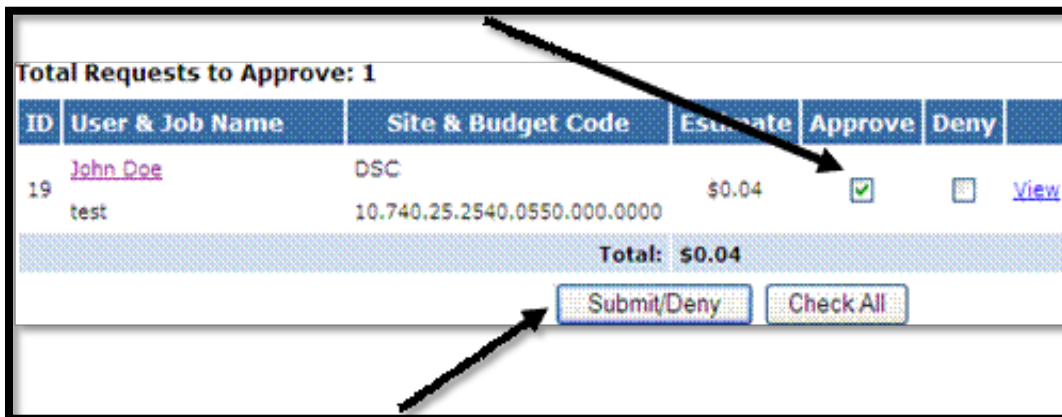4. You should now be in Print Shop Pro. Select the Admin tab.

5. Click on the Approve Orders link to review and authorize orders before they are sent to reprographics.
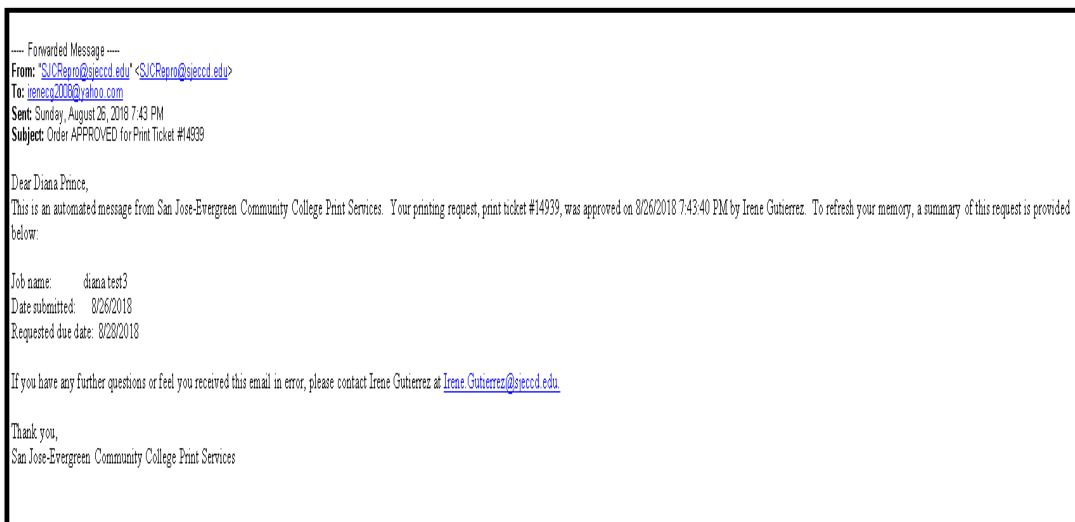
6. To review the order and attachments select View.

7. Approve/Deny order. Select Appropriate Check Box. Select the Submit/Deny button

8. The requestor will receive an email notification the print order has been approved.

9. The print request will be removed from the Approver's list.