

Log in and go to “More” → “My Profile”

San Jose-Evergreen Community College Print Services

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REPROGRAPHICS
Print & Copy Services

San José City College Evergreen Valley College

One-Stop Shop for Printing, Copying and Graphic Design

EVC Reprographics

Print Shop Hours:
Monday-Thursday
7:00am-6:45pm
Friday 7:00am-4:00pm
Email: evcrepro@evc.edu
Phone: (408) 531-6114

Print Services Include:

- * Full color process
- * Fast turnaround color and black/white

SJCC Reprographics

Print Shop Hours:
Monday-Thursday
7:15am-7:15pm
Friday 7:15am-5:00pm
Email: sjcrepro@sjcc.edu
Phone: (408) 298-2181 ext. 3795

Graphic Design Services

- * Applications, Brochures, Booklets, Invitations, Manuals, Post Cards

Choose your services:

Quick Copy

Printing and Copying

Business Cards

https://printshop.sjeccd.edu/PSP/app/web/req/req_display.asp

Go to “Site / Department” and use the drop down menu to select your department (English, Biology, etc.). Your selection must have the words “Course Material” in order for Quick Copy to work properly. Update.

The screenshot shows a web browser window with the URL https://printshop.sjcccd.edu/PSP/app/web/reg/reg_display.asp. The page title is "San Jose-Evergreen Community College Print Services". The navigation bar includes "New Order", "My Orders", "Reports", and "More".

The main content area contains a form for profile management. A blue arrow points to the "Site / Department" dropdown menu, which is open and shows a list of options. The selected option is "EVC Biology Course Material". Another blue arrow points to the "Update" button at the bottom of the form.

Select “[your department] Course Material” in order for Quick Copy to work correctly.

After your update, go to “New Order” → “Quick Copy” and the icons should now show up.

