Las Positas College

Print Services Online Storefront

User Guide

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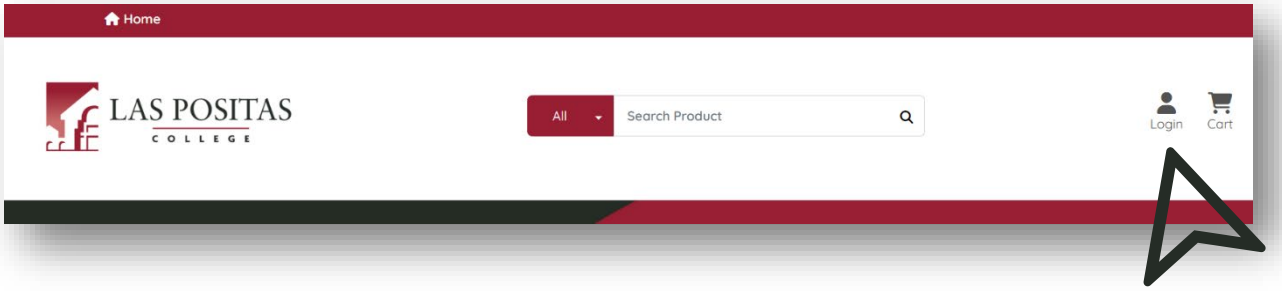
If at any time you have questions regarding your order, please email:
copycenter@laspositascollege.edu.
Thank you.

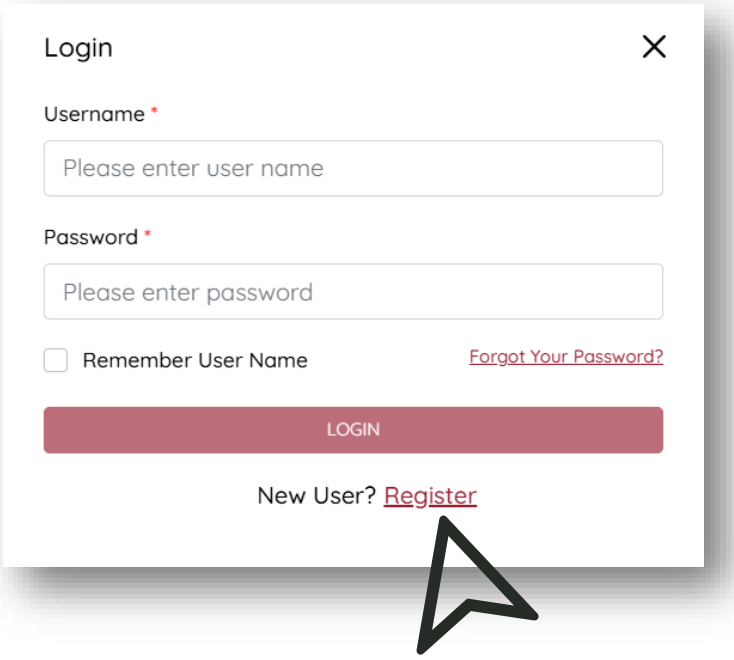
How to Log In

1

Navigate to the corresponding URL: https://laspositas.myprintdesk.net/

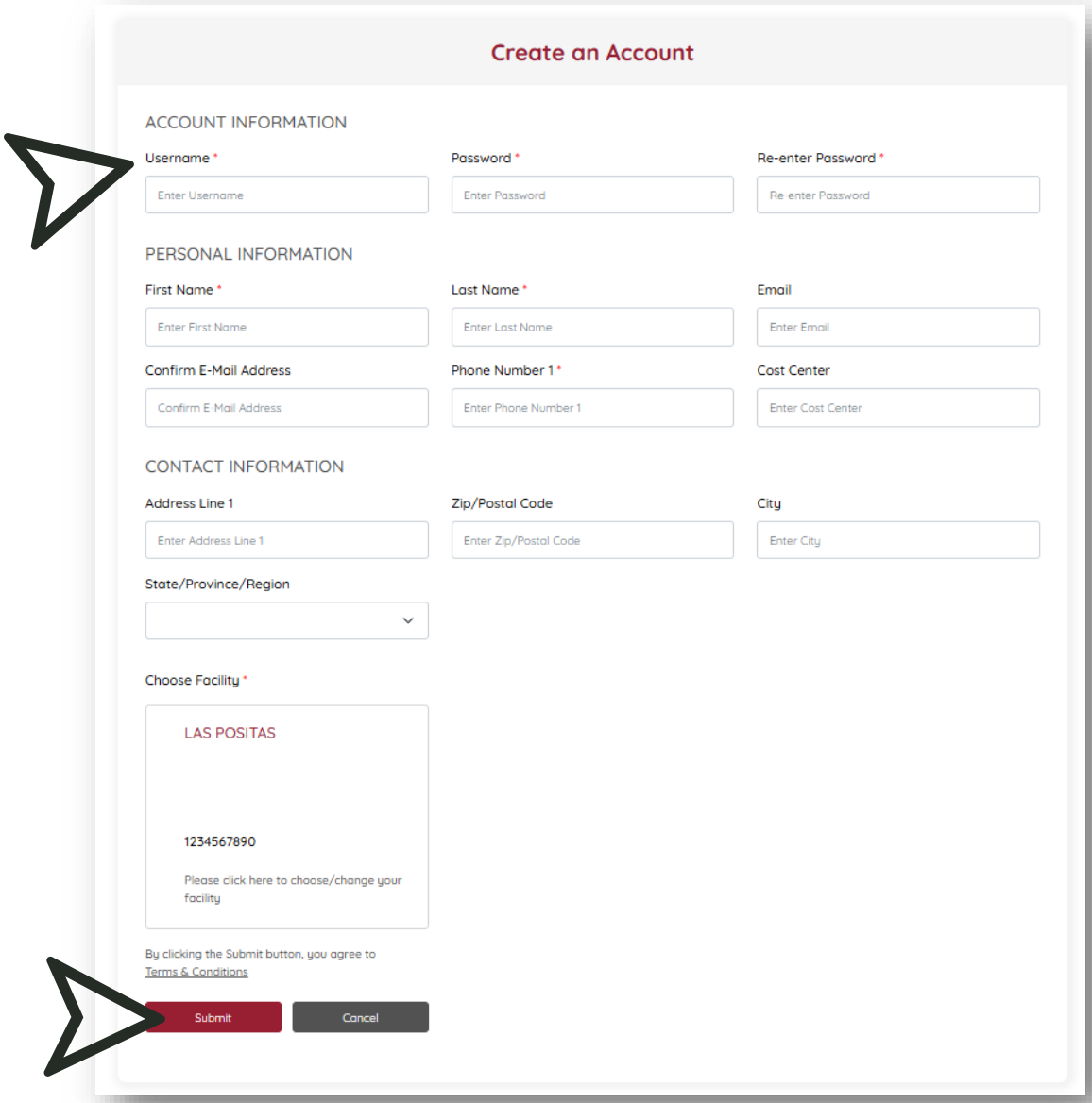
Click on the log in button. Then click on the Register button.





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Fill out all the required fields in the registration form.



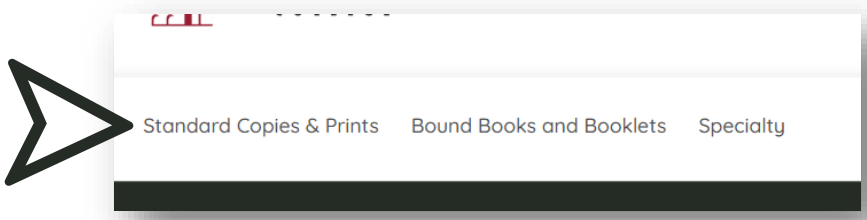
Once you click on Submit, you will then be directed and logged onto the Storefront.

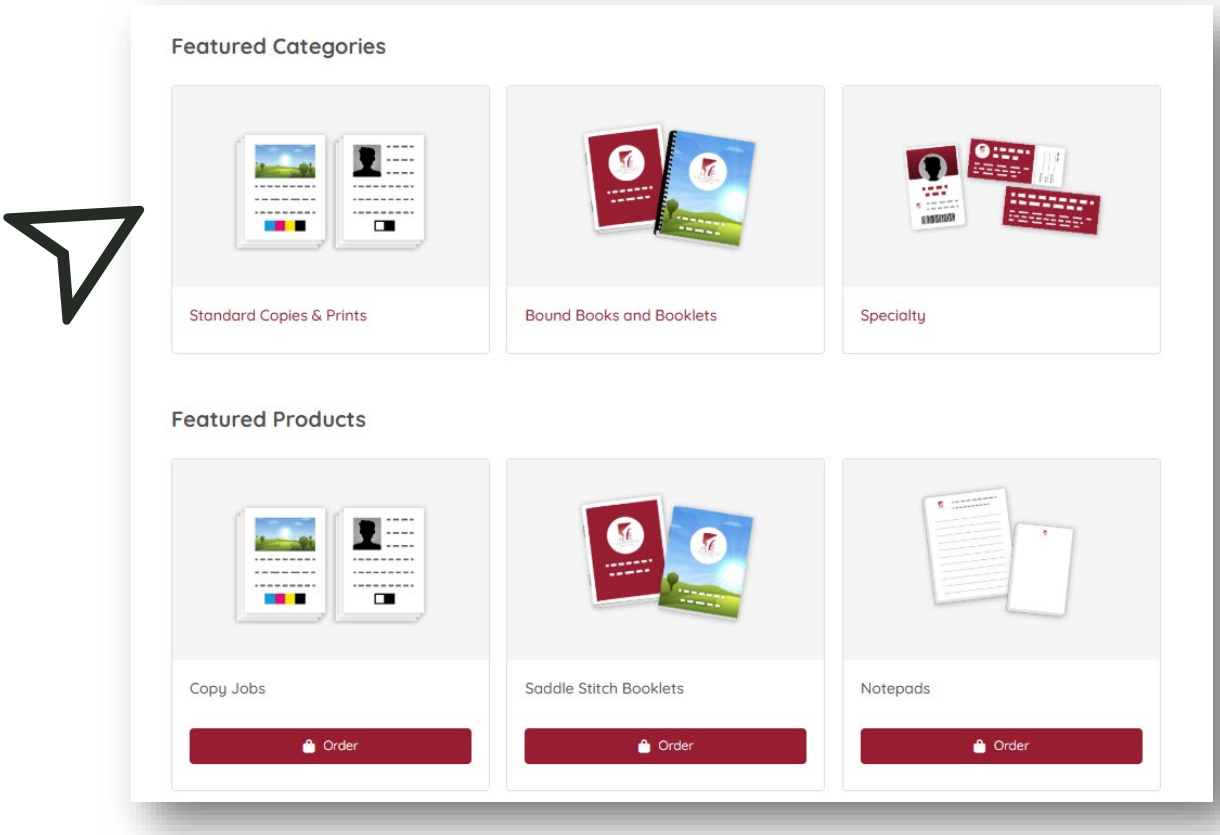
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2

Now that you are Logged In, you can begin to navigate throughout the site.

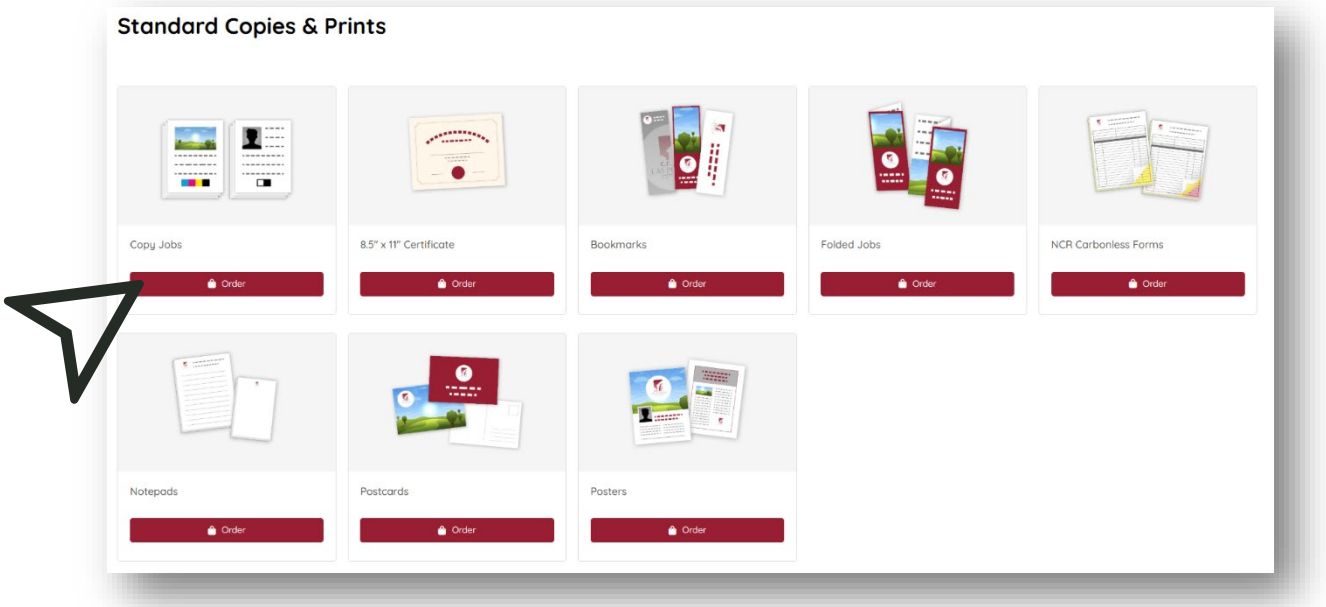
You can start to browse through the different product categories by clicking on the category displayed in the top text bar above the site banner or the icons in the featured categories on the home page.



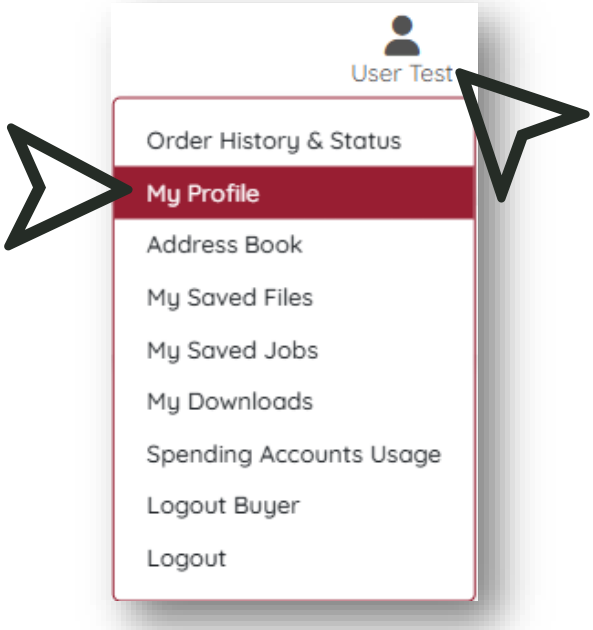


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3 Once you have selected your desired category, you can select the product you would like to order.



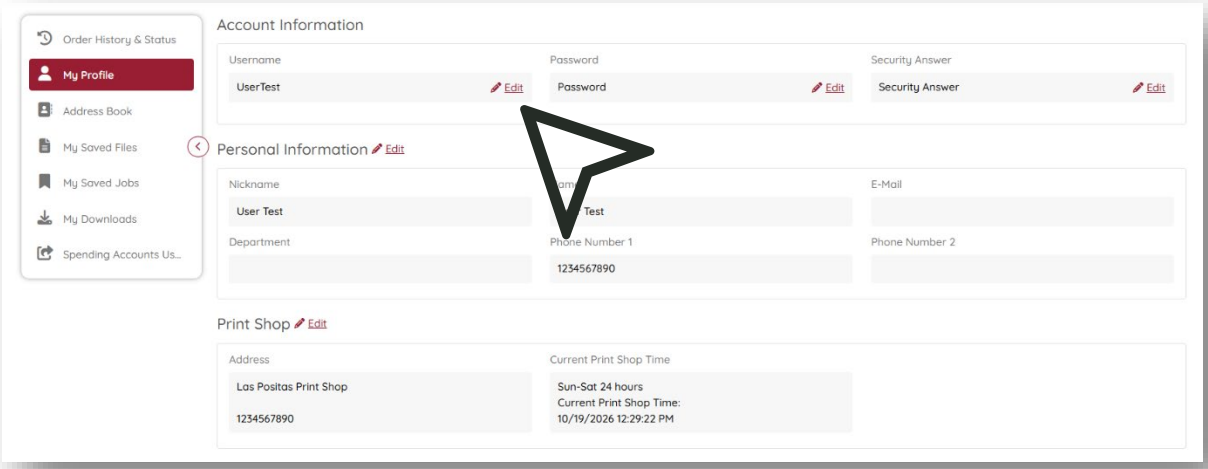
4 If you want to change or update your Profile Settings that do not come from your network log in, on the home page, click on your user icon in the top right-hand corner and then click on My Profile.



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5

In the My Profile section, click on Edit for any field that has an Edit button next to it. Then you will be able to change any of the information fields in your profile.

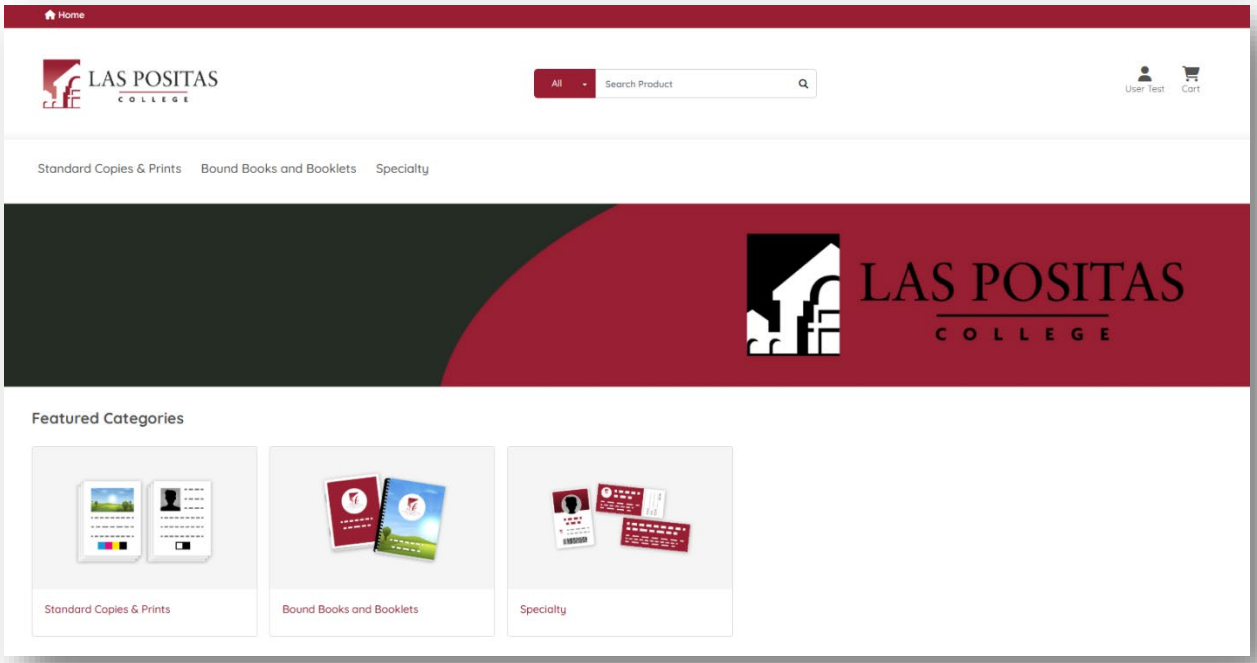


How to Order an Ad Hoc Product

1

Navigate to the corresponding URL: https://laspositas.myprintdesk.net/

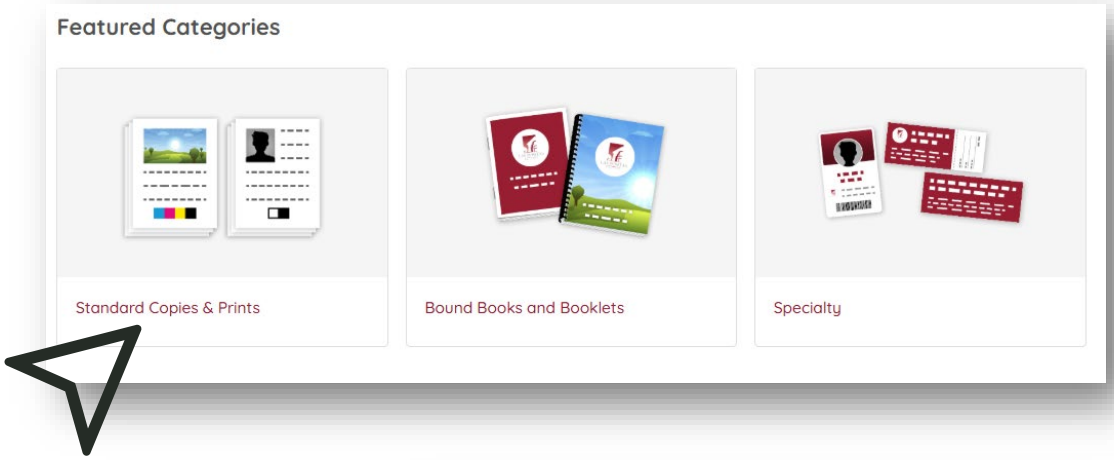
Log in with your Las Positas account you have created through the registration process.

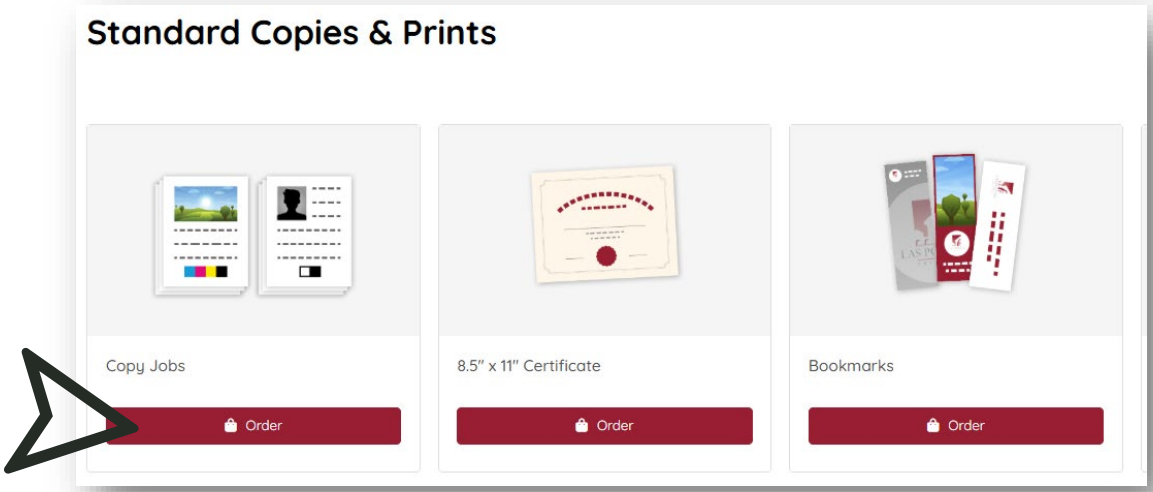


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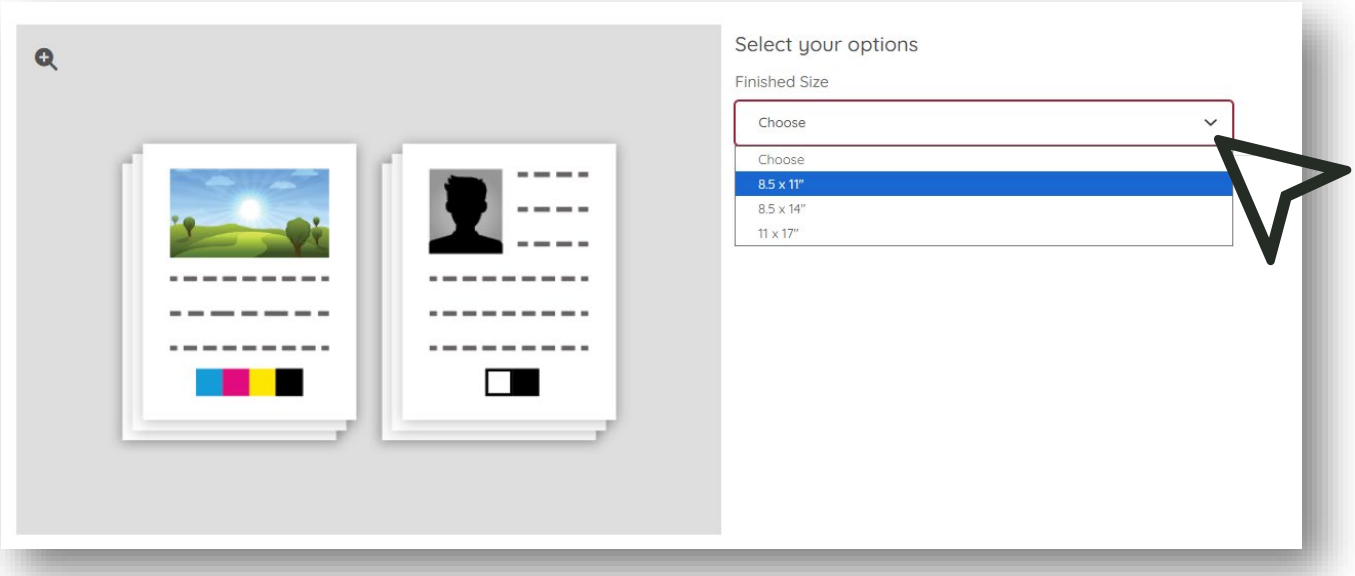
2

After you log in, click on the Standard Copies & Prints category. Then click on “Order” for the Copy Jobs product.





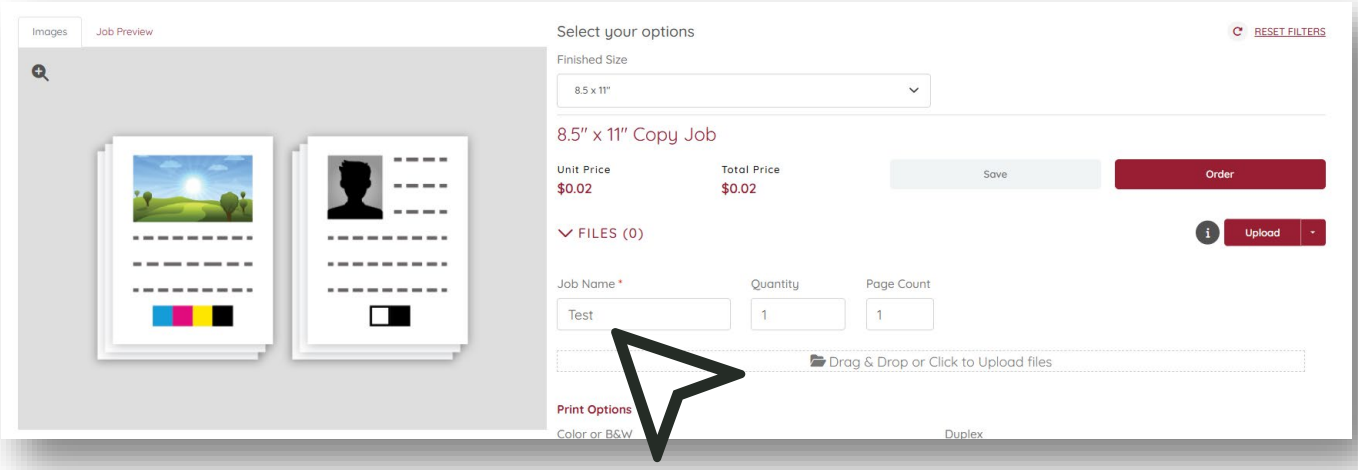
Select through the drop-down to determine which options best suit your job.



3

After selecting the options for your job, you will be in the Quick Order page. Here is where you will choose all print and finishing options available for your print job.

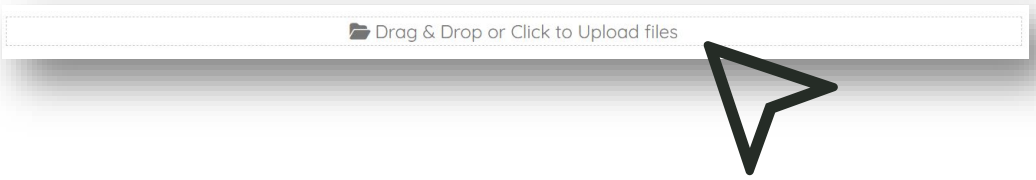
Start by giving your print job a Job Name. It is best to choose a name that you can easily identify in your order history for easier tracking and re-ordering.



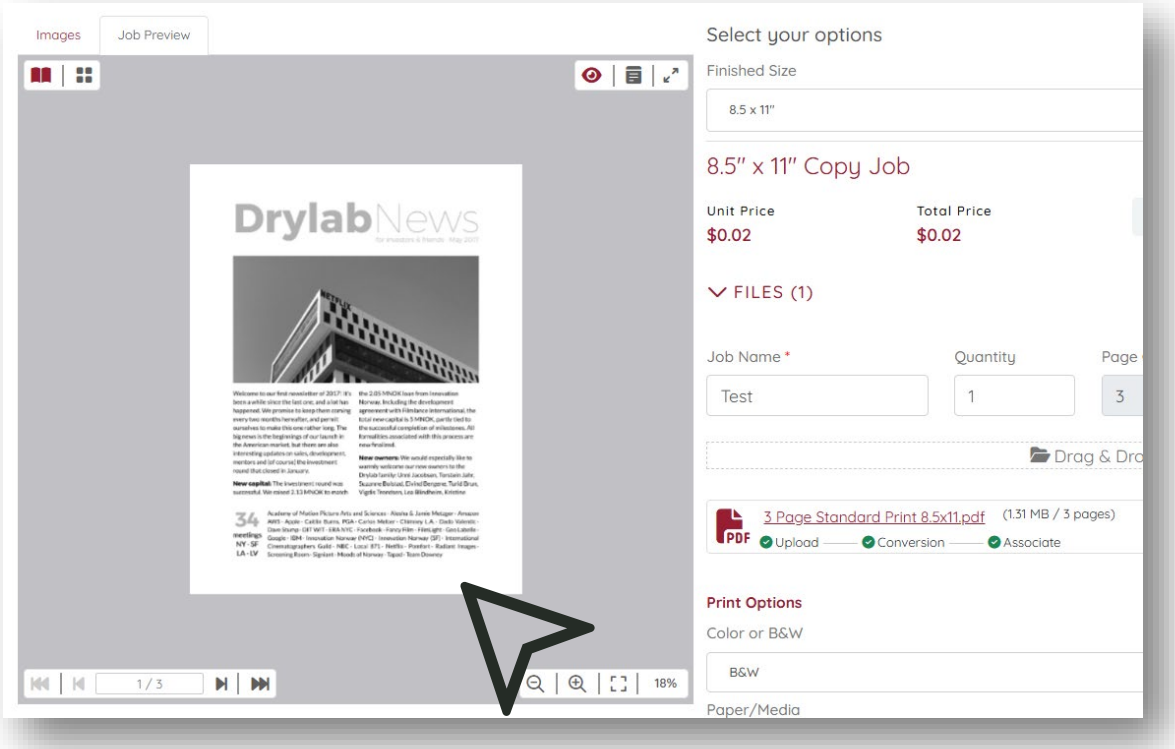
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4

Next, you need to upload the file(s) you want printed. Click on the Drag & Drop or Click to Upload Files button. This will direct you to your file explorer. Click on the file(s) you want to upload and click open.



Your upload files will now be displayed within the Job Preview.

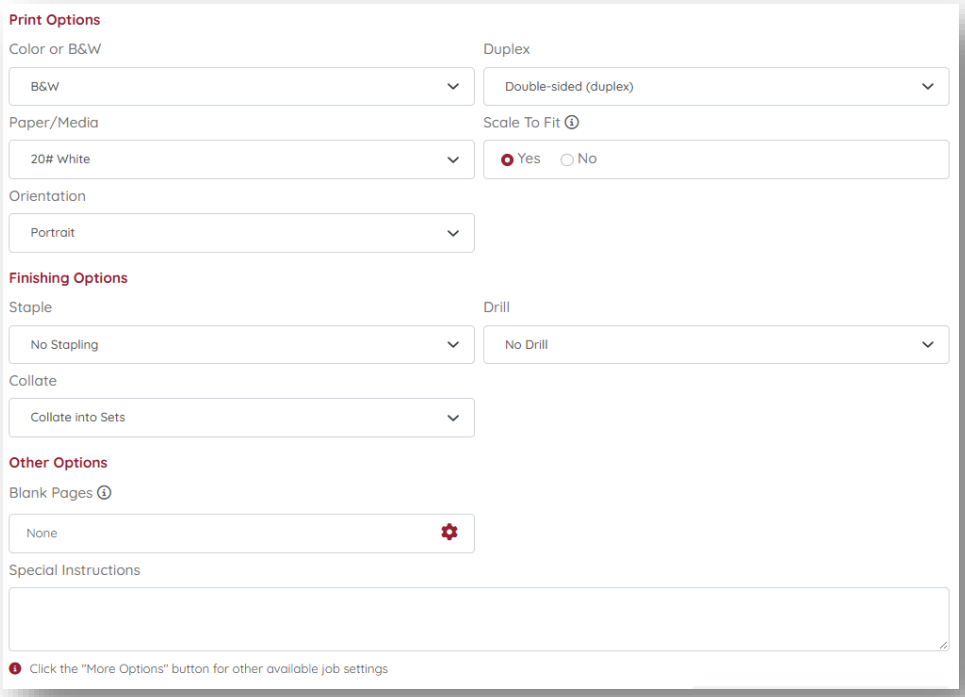


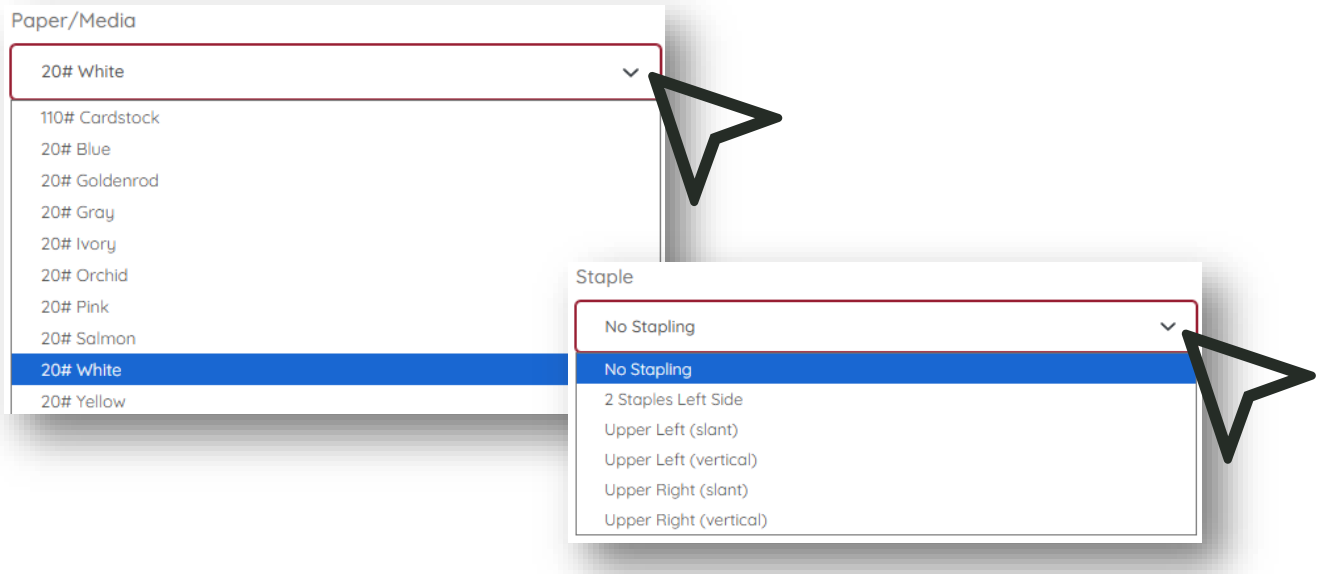
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5

Now that your file(s) are uploaded, you can begin selecting your Print Options. Scroll down on this page to see all the options you have for your job.

Click on each dropdown to show the print selections you can choose from for each option.



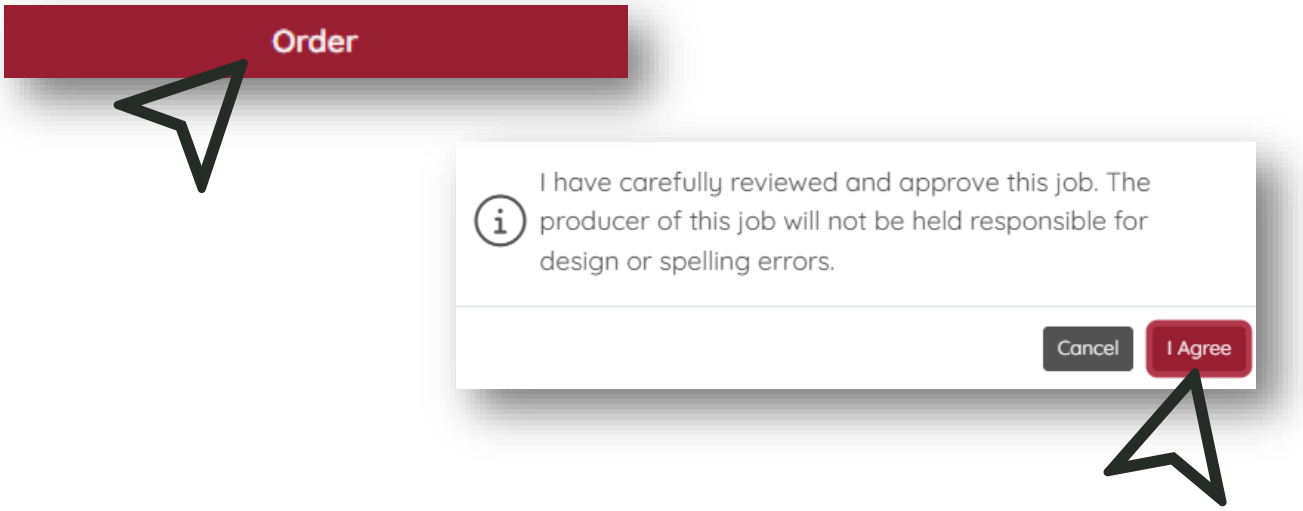


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6

After you have uploaded your file(s) and selected or confirmed your print and options, you can add your job to your cart.

Click on Order. A pop-up will then appear asking you to approve selections and have reviewed your job. Click on I agree, and your job will be added to your cart.



For how to complete the order process, see the checkout process section towards the end of this guide.

If at any time you have questions regarding your order, please email: copycenter@laspositascollege.edu.

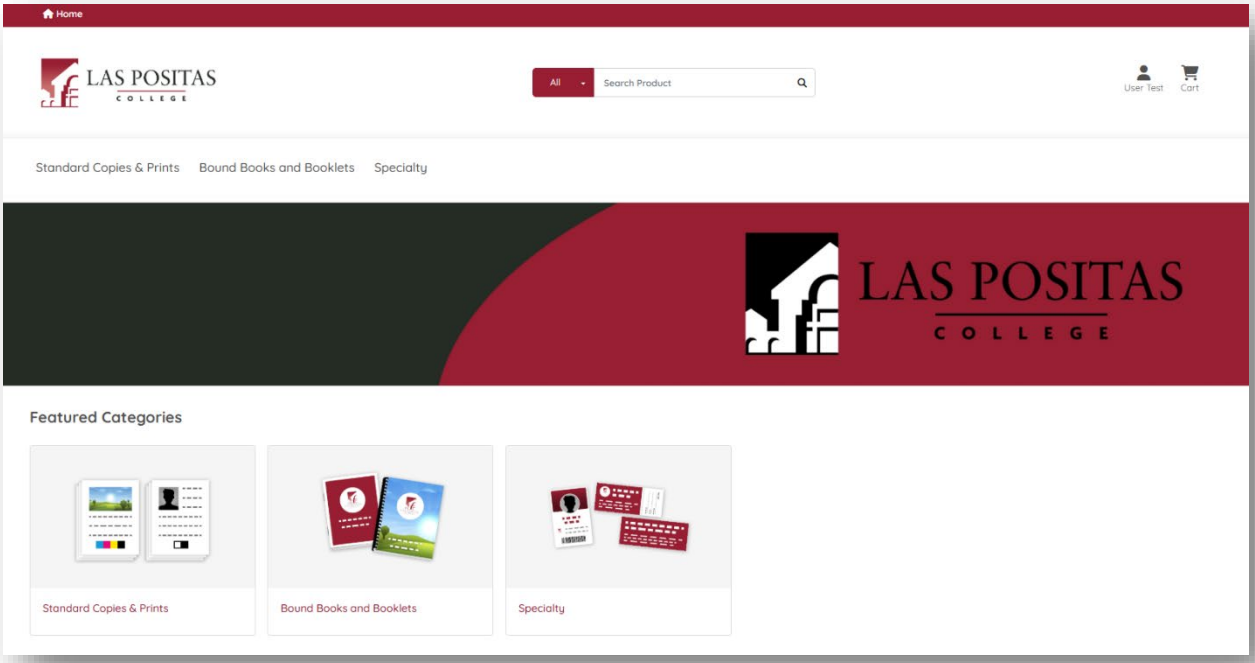
Thank you.

How to Order a Book/Booklet Product

1

Navigate to the corresponding URL: https://laspositas.myprintdesk.net/

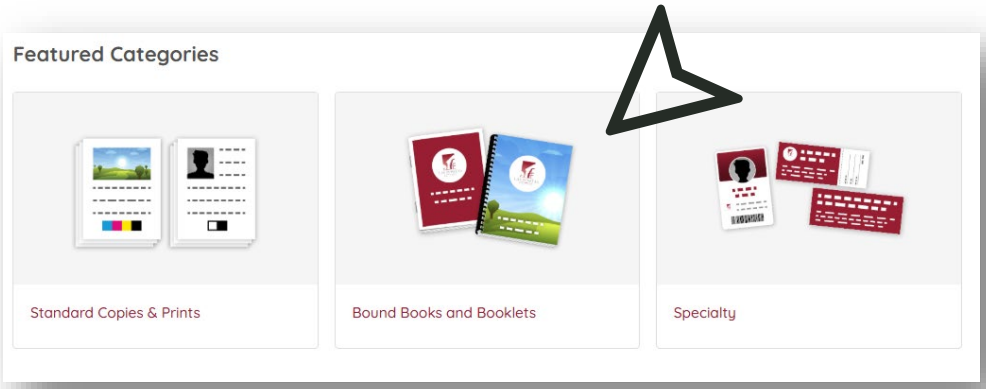
Log in with your Las Positas account you have created through the registration process.

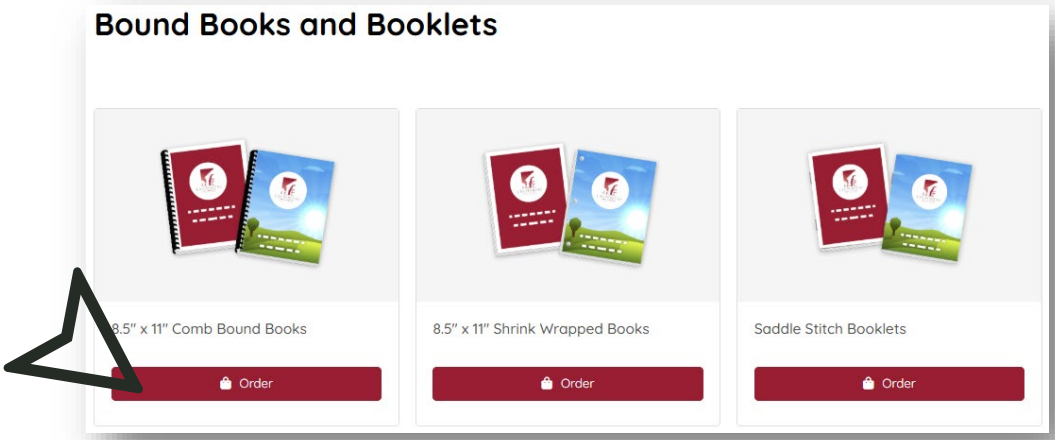


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2

After you log in, for this example, click on the Bound Books and Booklets category. Then click on “Order” on the 8.5" x 11" Comb Bound Books product.

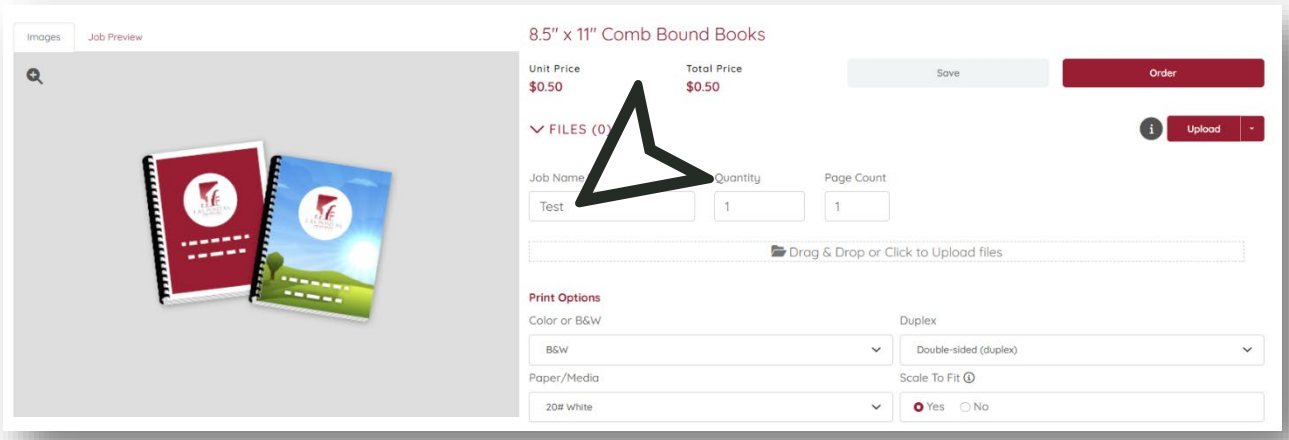




3

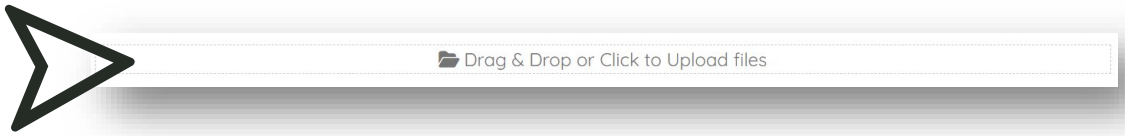
You will be directed to the Quick Order page. Here is where you will choose all print and finishing options available for your print job.

Start by giving your print job a Job Name. It is best to choose a name that you can easily identify in your order history for easier tracking and re-ordering.



4

Next, you need to upload the file(s) you want printed. Click on the Drag & Drop or Click to Upload Files button. This will direct you to your file explorer. Click on the file(s) you want to upload and click open.



Your upload files will now be displayed within the Job Preview.

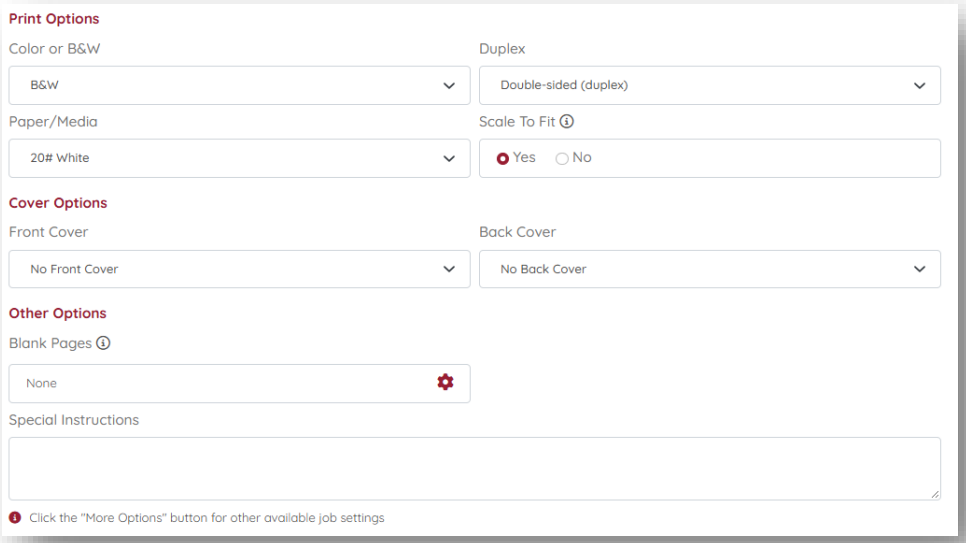


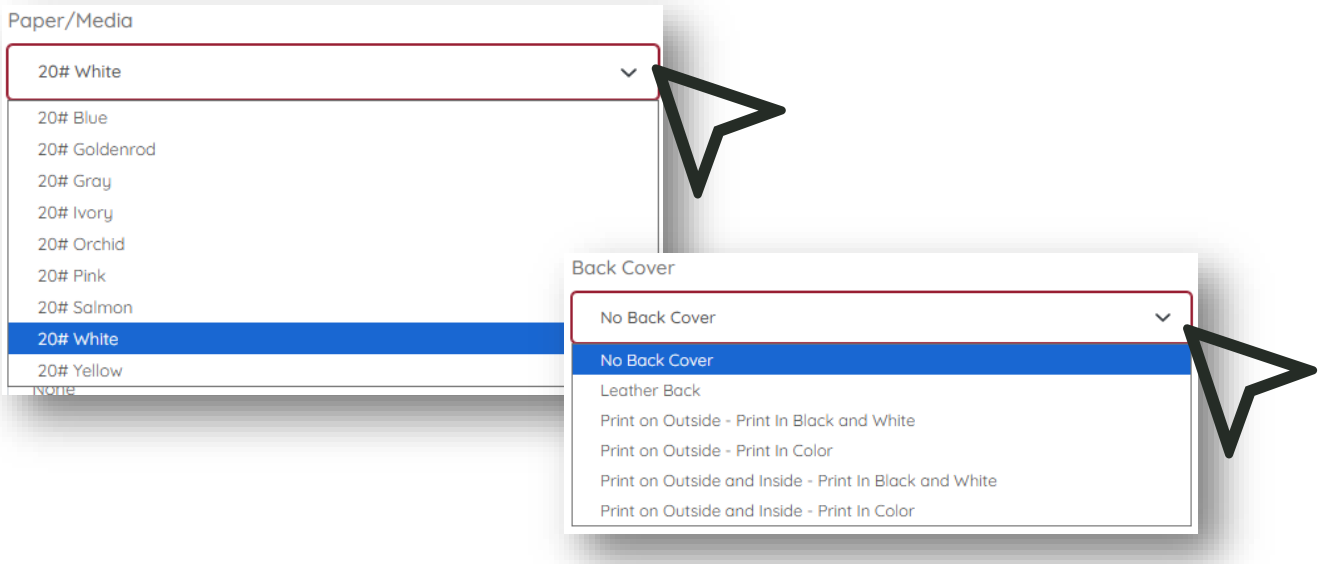
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Now that your file(s) are uploaded, you can begin selecting your Print Options. Scroll down on this page to see all the options you have for your job.

Click on each dropdown to show the print selections you can choose from for each option.



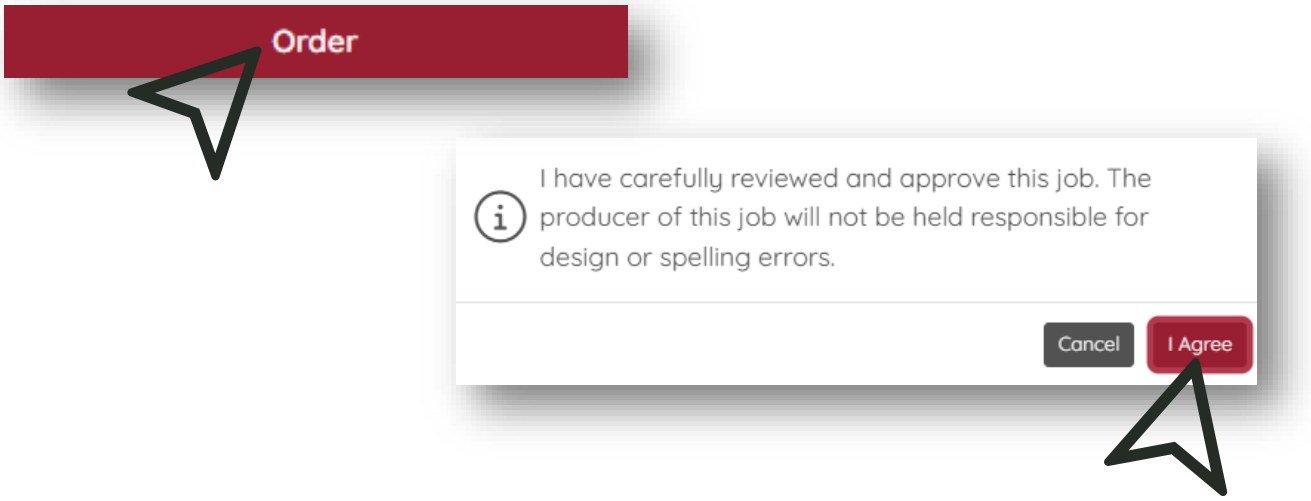


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After you have uploaded your file(s) and selected or confirmed your print and options, you can add your job to your cart.

Click on Order. A pop-up will then appear asking you to approve selections and have reviewed your job. Click on I agree, and your job will be added to your cart.



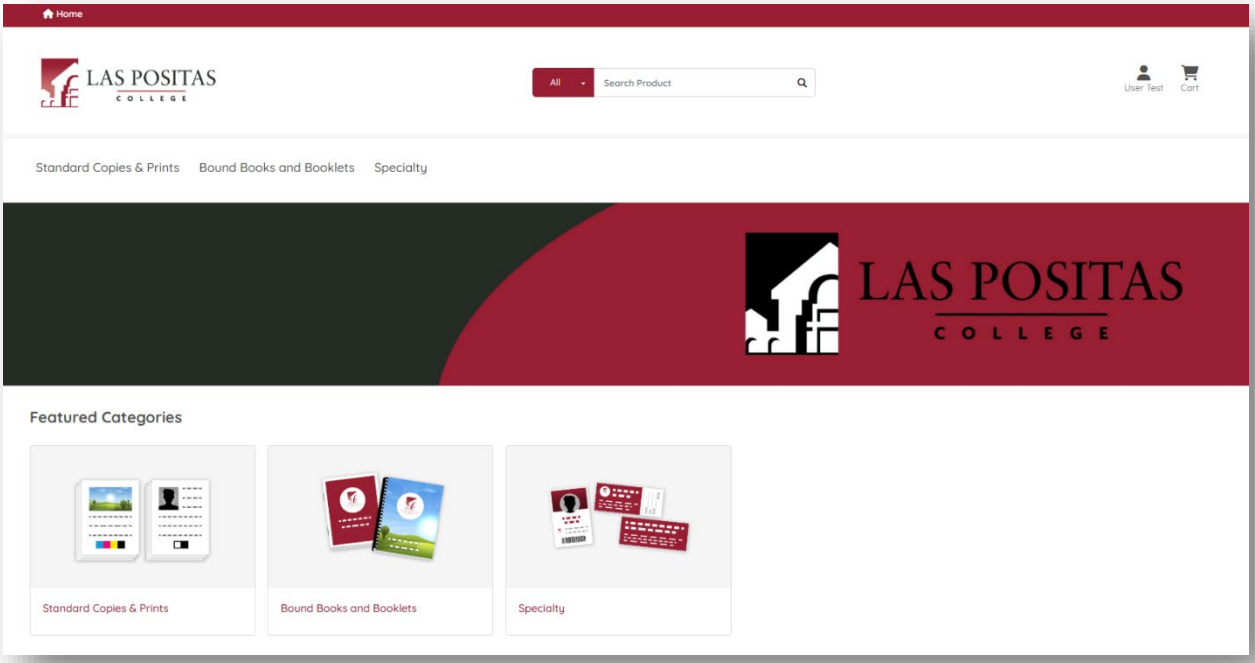
For how to complete the order process, see the checkout process section towards the end of this guide.

How to Order a Specialty Product

1

Navigate to the corresponding URL: https://laspositas.myprintdesk.net/

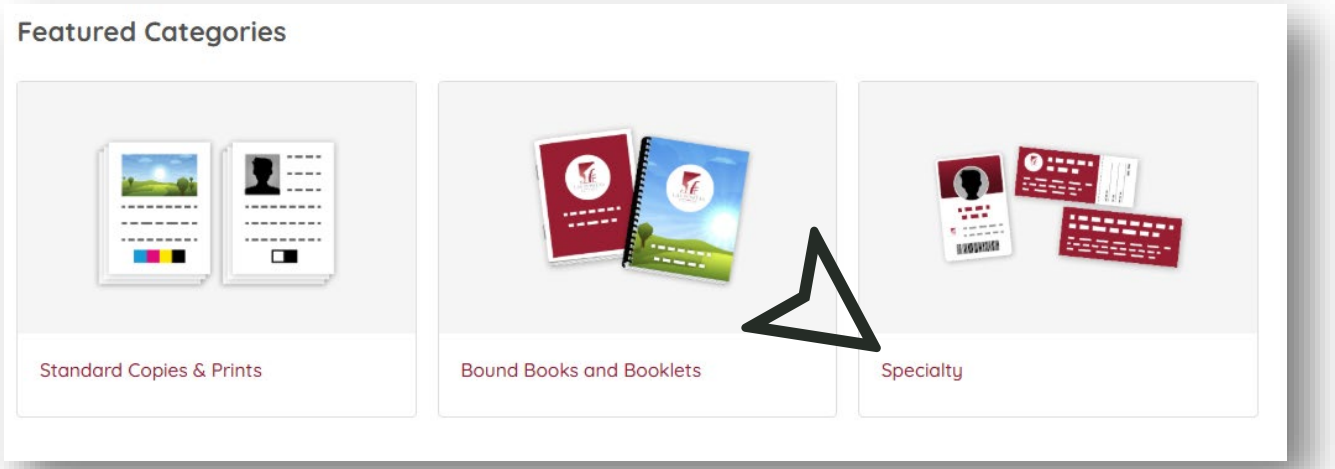
Log in with your Las Positas account you have created through the registration process.

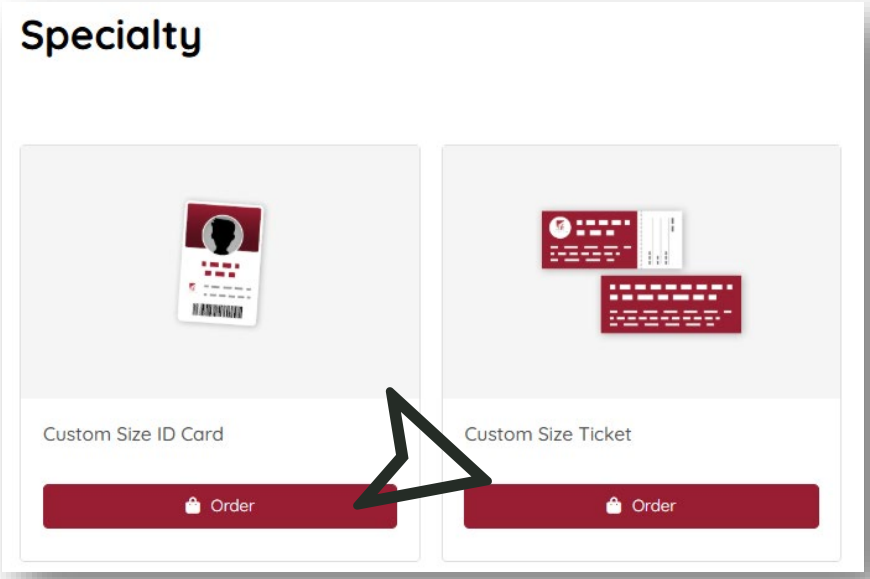


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2

Click on the Specialty category. Then click on “Order” for the Custom Size Ticket product.



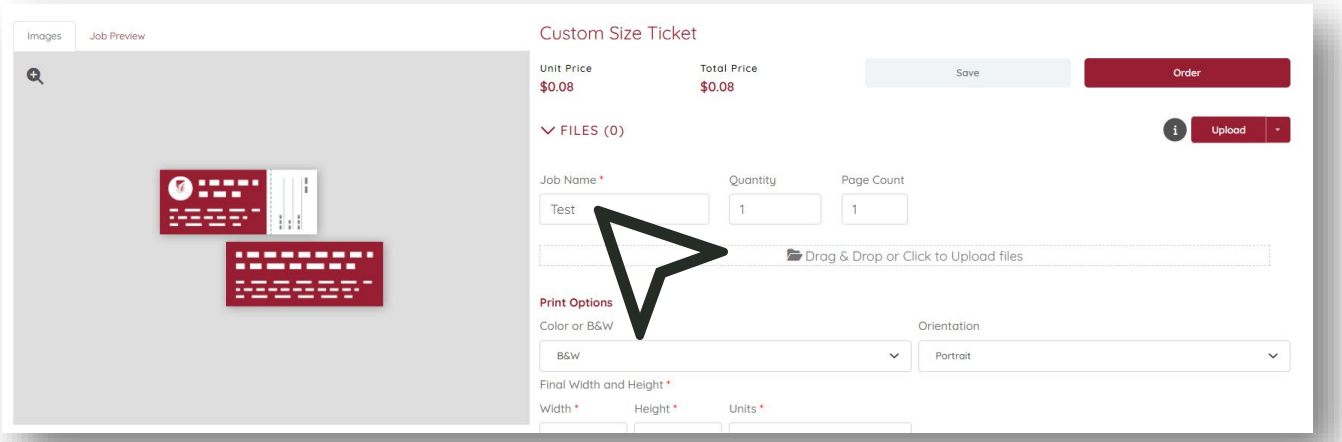


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3

You will be brought to the Quick Order page. Here is where you will choose all print and finishing options available for your print job.

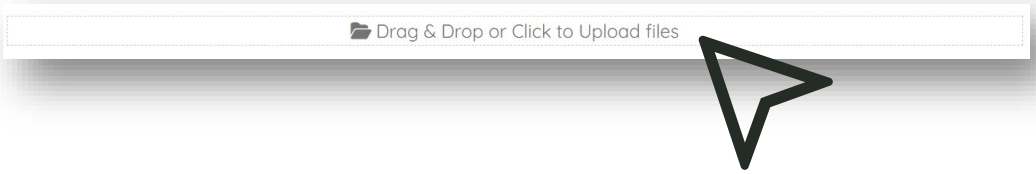
Start by giving your print job a Job Name. It is best to choose a name that you can easily identify in your order history for easier tracking and re-ordering.



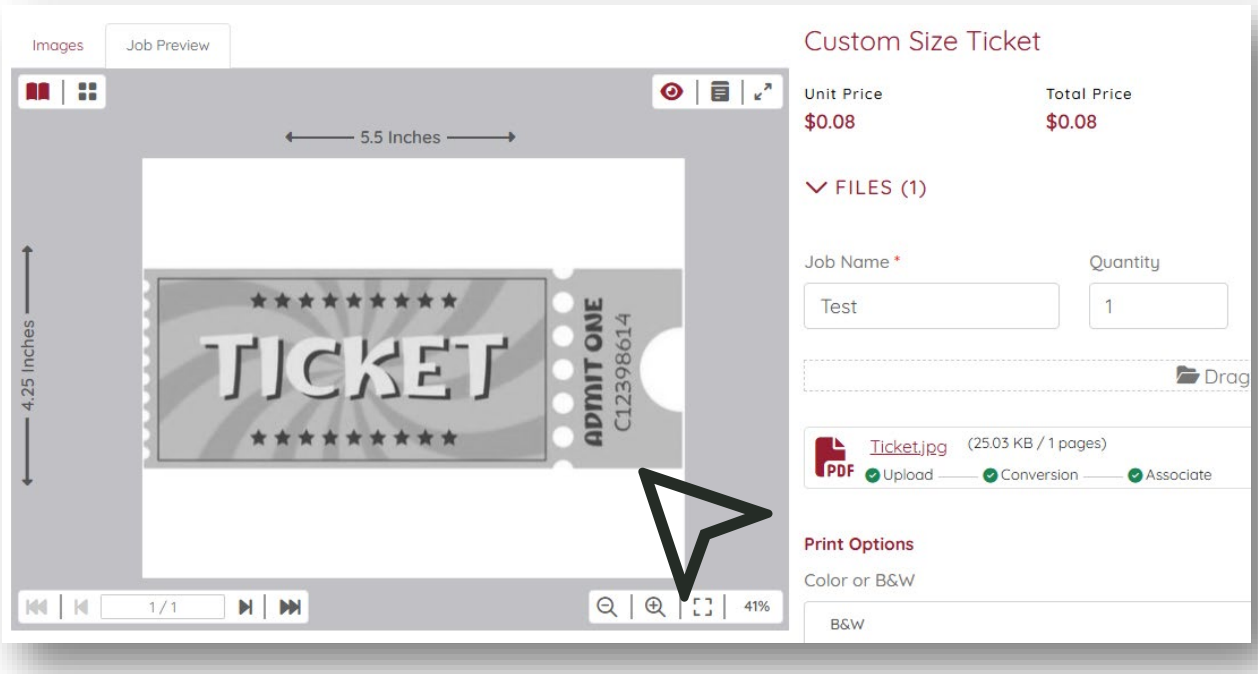
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Your upload files will now be displayed within the Job Preview.

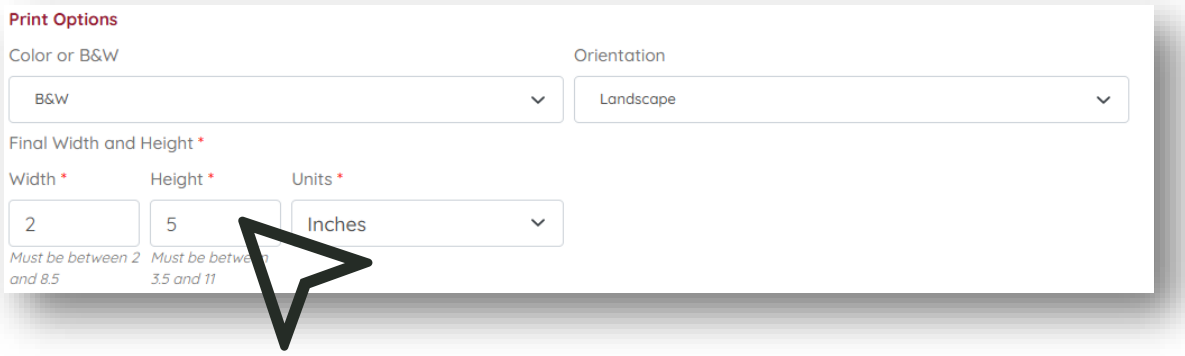


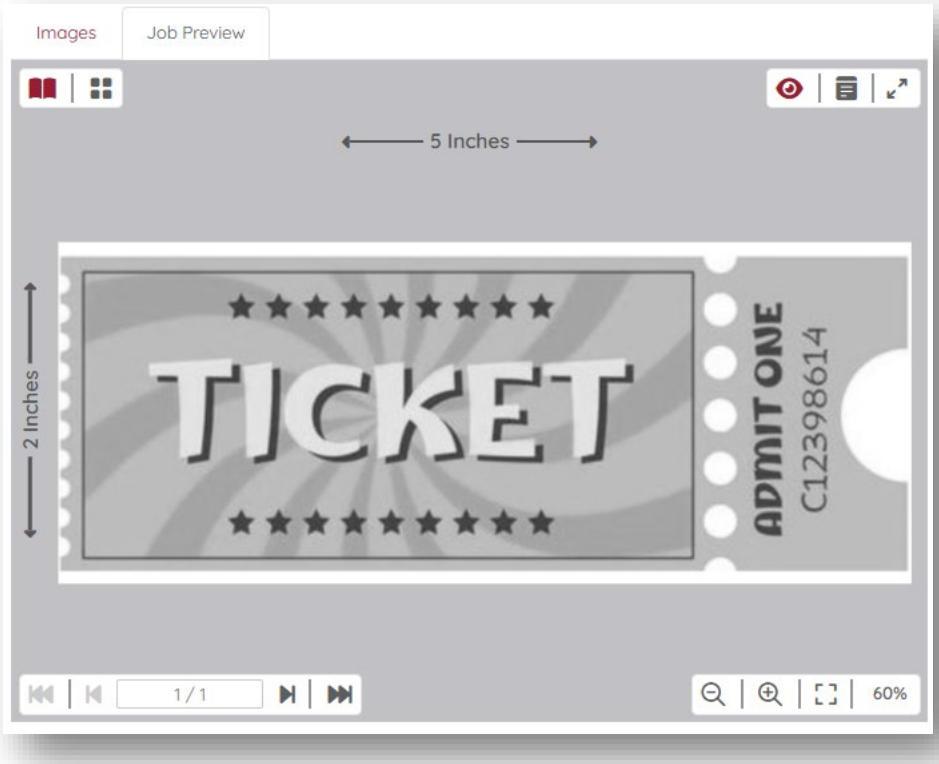
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5

Now that your file(s) are uploaded, you can begin selecting your Print Options.

For this job, you will want to type in the final size for your ticket. The new size will display in the Job Preview.



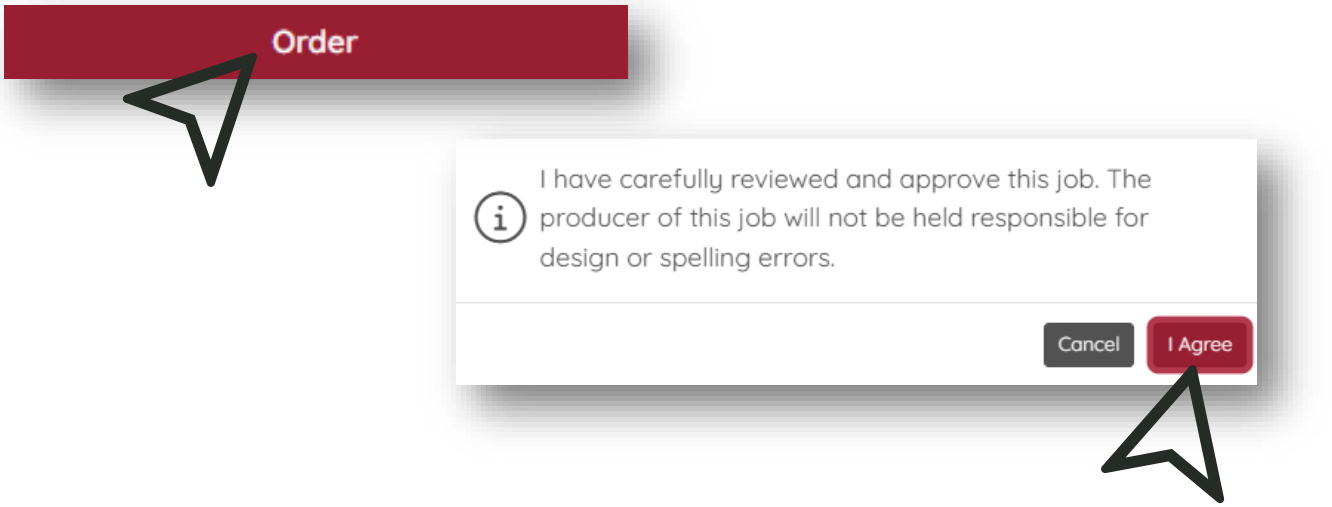


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6

After you have uploaded your file(s) and selected or confirmed your print and options, you can add your job to your cart.

Click on Order. A pop-up will then appear asking you to approve selections and have reviewed your job. Click on I agree, and your job will be added to your cart.

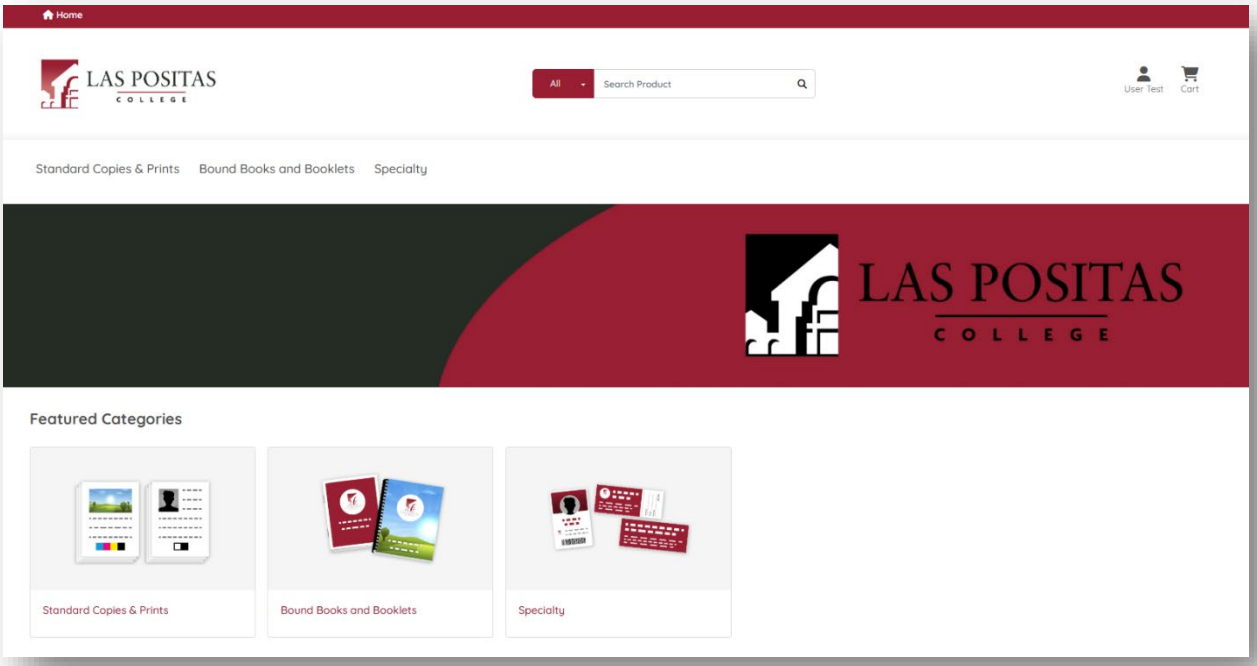


How to Checkout

1

Navigate to the corresponding URL: https://laspositas.myprintdesk.net/

Log in with your Las Positas account you have created through the registration process.

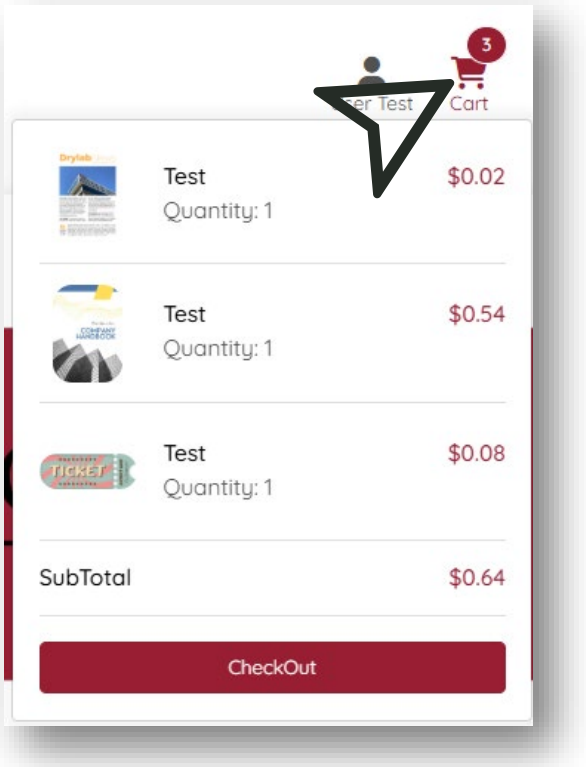


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2

After you log in and have added products to your cart you will want to navigate to the shopping cart to begin the checkout process. The cart button is in the top right side of the screen.

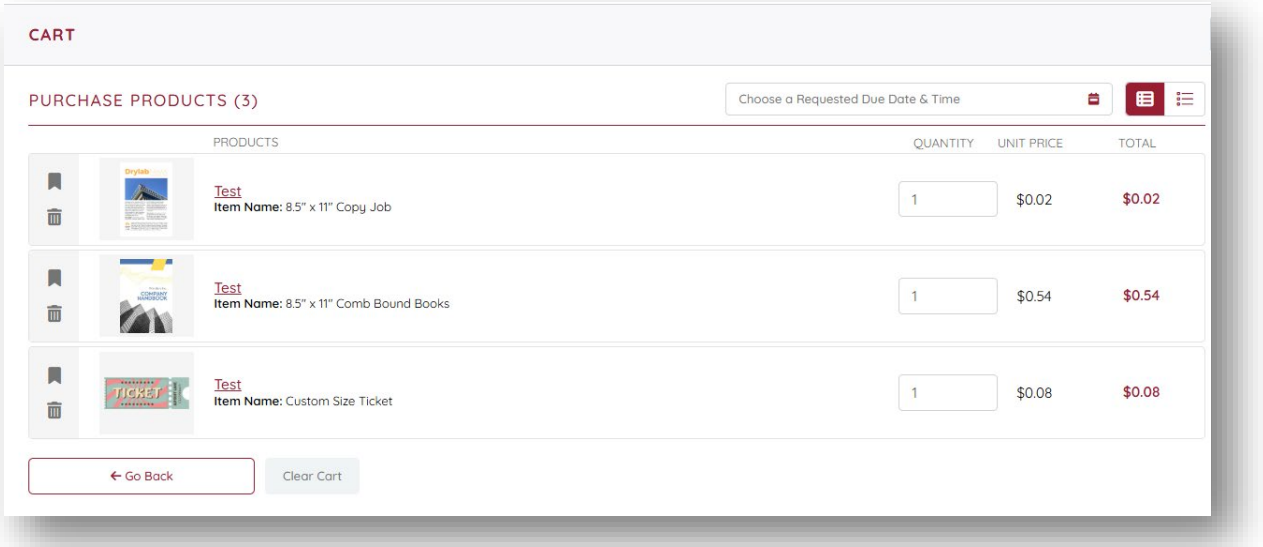
You can also hover over the Cart Icon to see the items you have in your cart. The checkout button in the hover over will also bring you to your cart and begin the checkout process.



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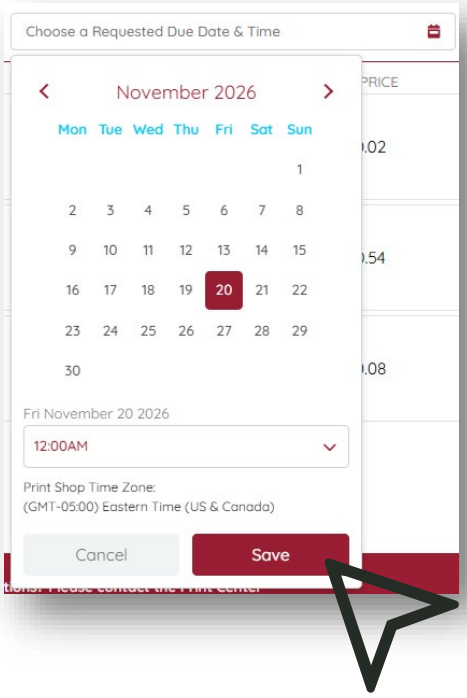
3

The next screen will summarize your items. Please ensure the items and quantities are correct.



4

After reviewing your items and due date, click on the Proceed to Checkout button in the bottom right corner.

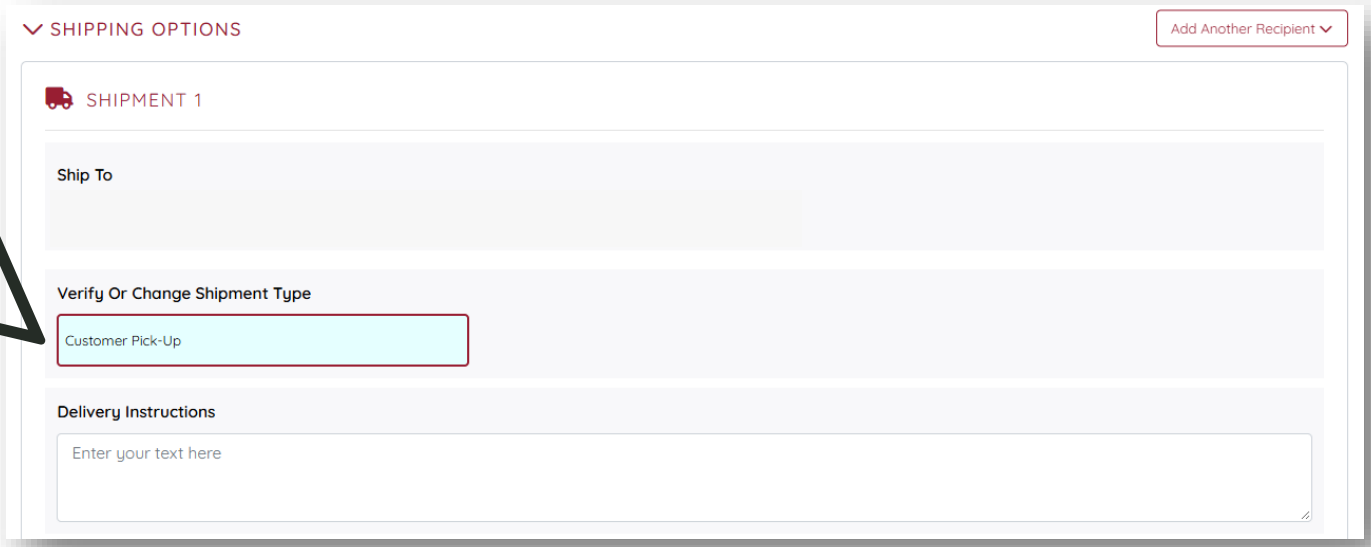




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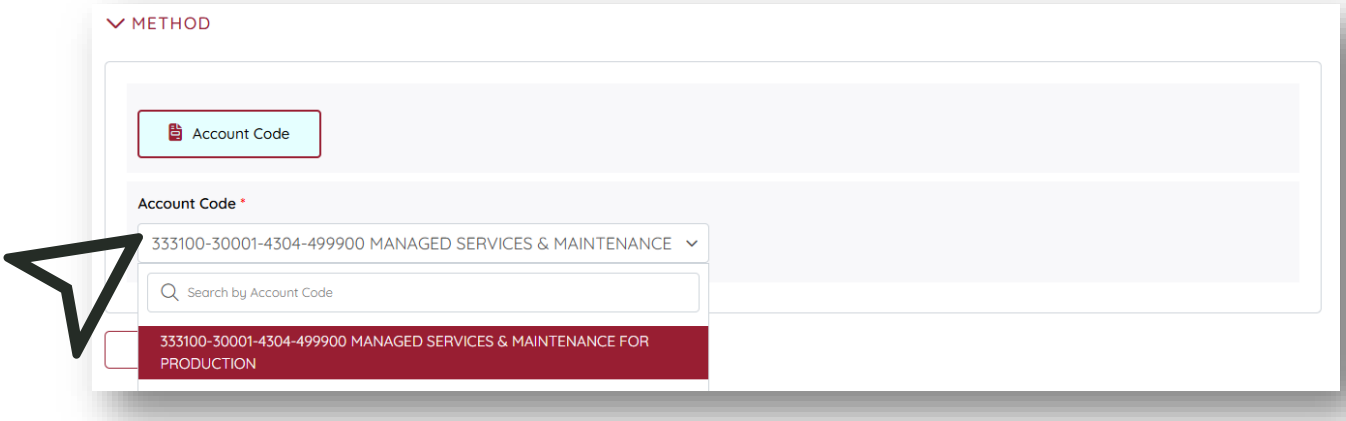
5

The next screen will confirm the shipment method you want to use.



6

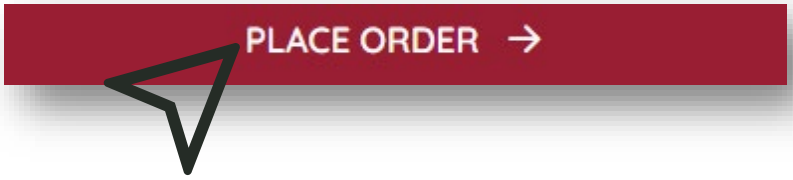
Scroll down on this page. Verify the Account Code for your order.



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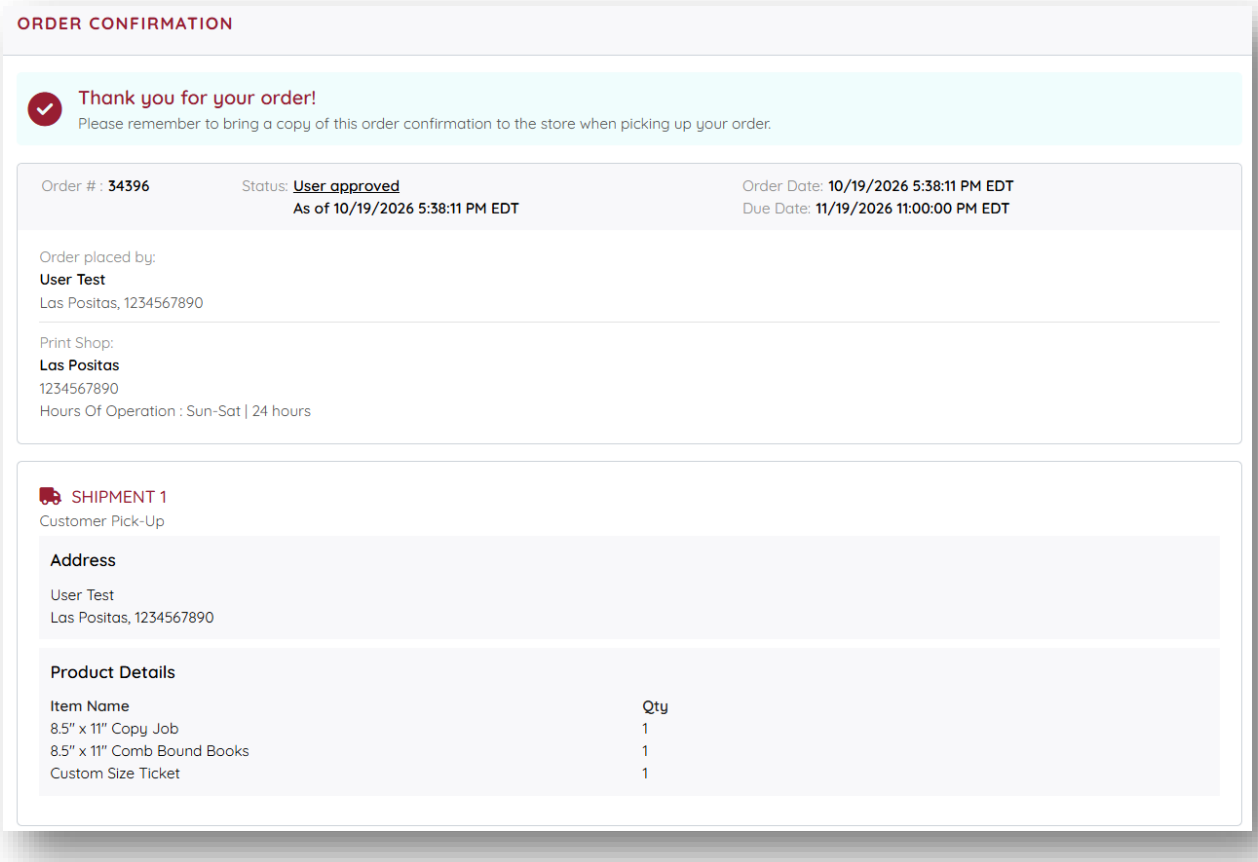
7

Once you have filled out all required fields, click on Place My Order.



After placing your order, you will receive an order confirmation email.

You will see details about your order such order status, due date, order number, and order summary.



ORDER CONFIRMATION

Thank you for your order!
Please remember to bring a copy of this order confirmation to the store when picking up your order.

Order # : 34396
Status: User approved
As of 10/19/2026 5:38:11 PM EDT
Order Date: 10/19/2026 5:38:11 PM EDT
Due Date: 11/19/2026 11:00:00 PM EDT

Order placed by:
User Test
Las Positas, 1234567890

Print Shop:
Las Positas
1234567890
Hours Of Operation : Sun-Sat | 24 hours

SHIPMENT 1
Customer Pick-Up

Address

User Test
Las Positas, 1234567890

Product Details

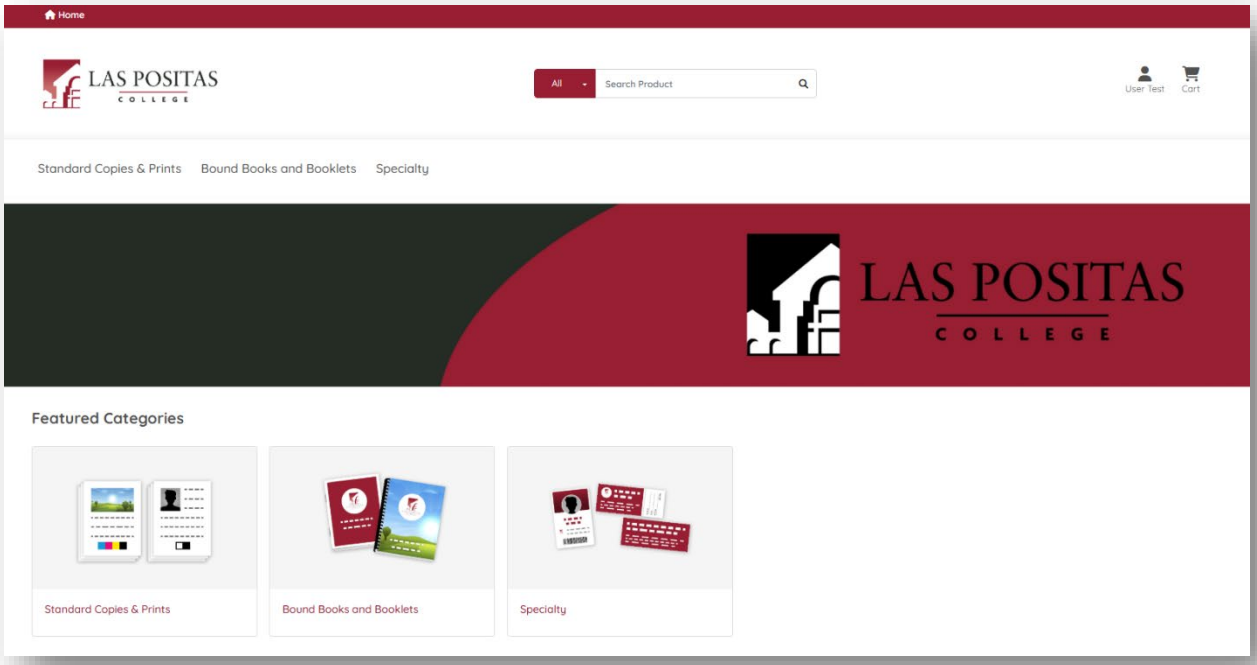
Item Name	Qty
8.5" x 11" Copy Job	1
8.5" x 11" Comb Bound Books	1
Custom Size Ticket	1

Order History and Status and Re-Ordering

1

Navigate to the corresponding URL: https://laspositas.myprintdesk.net/

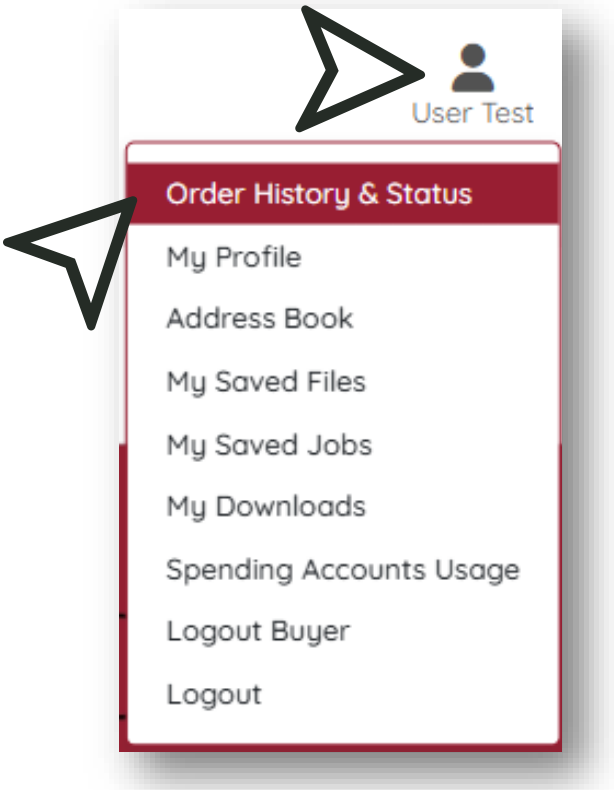
Log in with your Las Positas account you have created through the registration process.



LAS POSITAS COLLEGE

2

After you log in, click on the User icon in the upper right-hand corner and then click on Order History and Status.



LAS POSITAS COLLEGE

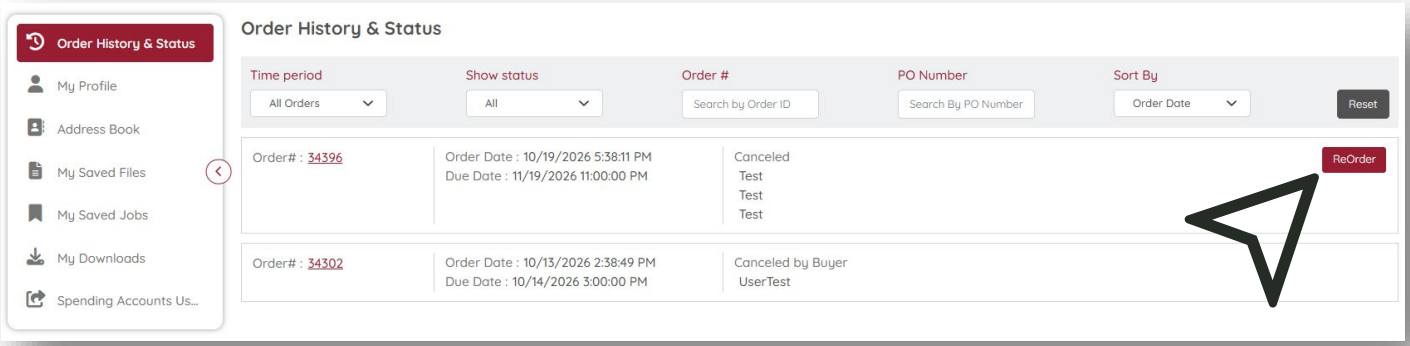
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On this screen you will see all your previous orders you have placed.

In the second column, you will see the status of your order. If it has been approved, completed, shipped, or canceled.

Re-Ordering

In the third column, on any completed orders you have, you will have a reorder link available. By clicking on the reorder link will place the job back into your shopping cart.



Note: You can use the dropdowns at the top of the screen to filter through the print jobs you have submitted.

If at any time you have questions regarding your order, please email: copycenter@laspositascollege.edu.
Thank you.