

UAA Copy & Print Center

Student Step-By-Step Guide for Ordering Course Packets

Most course packets previously purchased through the Bookstore will now be available for students to order individually through the UAA Copy & Print Center Digital Storefront.

<http://uaa.myprintdesk.net/DSF/SmartStore.aspx#!/Storefront>

Step 1: Set up your Digital Storefront account

From the DSF home page go to “New users please click here to register” OR click “Login” and, then the Register button (at the bottom of the new box) and proceed to fill in the required information (userid and passwords are exclusive to the site and are independent of your UAA userid and password).



Welcome to the UAA Copy and Print Center **Digital Store Front**

New users please click "here" to register.

Please refer to our "Digital Storefront Quick Reference Guide" for registration and job submission information.
Please call for assistance.
907.786.6860
uaa.copy@alaska.edu



IMPORTANT: Once you have submitted your registration information, you should be able to login and begin using Digital Storefront. If you have difficulty logging in after that time, please e-mail us at uaa.copy@alaska.edu or call our office at 786-6860 during regular business hours for assistance.

Step 2: Select the "Course Packets" product category

The **UAA Copy & Print Center** supports our academic, administrative, and student community through a wide range of professional copy and print services. High quality products, strong customer service, and competitive pricing are our foundations.

STANDARD COPIES & PRINTS

UAA COURSE PACKETS

UAA STUDENTS

LARGE FORMAT PRINTING

UAA STAFF & FACULTY ONLY



COPIES IN COLOR AND OR B&W IN STANDARD SIZES
[Click image for information.](#)

ORDER NOW



3.5X5 - 4X6 POSTCARDS

ORDER NOW



4.25X6 - 5X7 POSTCARDS

ORDER NOW



4X9 RACK CARDS

ORDER NOW



B&W NCR FORMS
2, 3, 4, or 5 part forms.

ORDER NOW

hMzUxlprsGrJlsGuWV/Vj7yIl0BigxgE8hDPGwLW1p...

Step 3: Click on the Image for the packet you wish to order

STANDARD COPIES & PRINTS UAA COURSE PACKETS UAA STUDENTS LARGE FORMAT PRINTING UAA STAFF & FACULTY ONLY

UAA STUDENT COURSE PACKET
BIOL A103
Intro to Biology lab packet

UAA STUDENT COURSE PACKET
JPN A101 HIRAGANA
Hiragana packet

UAA STUDENT COURSE PACKET
JPN A101 KATAKANA
Katakana packet

UAA STUDENT COURSE PACKET
MATH A302
Complex Algebra and Calculus

UAA STUDENT COURSE PACKET
RUSS A101
Russian Writing Course Pack

Test Item Qty 0 ORDER NOW

Step 4: View Cart and Select Due Date

Due date should be 2 business days out from order date. We'll work to fill your order sooner if at all possible! You will be asked for a time as well – please note that this will NOT set up an appointment if you elect to pick up. Our staff will contact you to set up an appointment time based on available staff schedules.

CART

Due Date

Products	Quantity	Unit Price	Total
03_SCP_MATH_A302 Item Name: MATH A302 Description Footer: Test Item Turn Around Time : 2 Days Turnaround time does not indicate the shipping date	1	\$9.55	\$9.55

Subtotal: \$9.55
Total: \$9.55
Price subject to change.

Proceed to checkout to view final order total, including taxes, fees, shipping.

[← CONTINUE SHOPPING](#) [CLEAR CART](#) [PROCEED TO CHECKOUT →](#)

Step 5: Select Method of Delivery

- Pick Up (by appointment only)

UAA Copy & Print Center staff will contact you to schedule a pick up date and time. All Building is in restricted access status and days/times may be limited. At the time of pick up, face coverings are required.

OR

- Mail to Student (Priority Flat Rate Envelope with tracking number – additional charge of \$7.75). This is the only mailing option available at this time.

Be sure to confirm you enter all of the required information for mailing.

1 Shipping 2 Payment 3 Finish

Select a shipping address & shipping options

SHIPMENT 1

Please select a shipment type.

Flat Rate Envelope for Student Course Packets ▾

ADDRESS

[Add from Address Book](#)

* First Name:

* Last Name:

* Address Line 1:

Address Line 2:

Address Line 3:

* City:

Country: ▾

* State/Province/Region: ▾

Products

03_SCP_MATH A302

Item Name: MATH A302

Qty	Unit Price	Total
1	\$9.55	\$9.55

Subtotal: \$9.55

Shipping: \$7.75

Total: \$17.30

Price subject to change.

Step 6: Select Method of Payment

- Cash/Credit Card (through UAA Copy & Print Center) – no online payment available. Payment will be taken over the phone or at time of pick up if you have selected the pick up option.
 - Cash/Credit Card Orders will be mailed/available for pickup within 2 business days after payment is received. USPS Priority Mail estimate is 3-5 business days.
 - The Copy & Print Center accepts payment by credit card, check, cash, or WolfBucks.
 - NOTE: Students may not use their Print Allocation at the Copy & Print Center at this time.
- Other Account (if eligible)

Shipping 2 Payment 3 Finish

How would you like to pay?

PAYMENT METHOD
Please select a payment type.

Org/Fund Card/Cash Pay at Pick-up Other Account

OTHER ACCOUNT
Account Number:

Products
03_SCP_MATH A302
Item Name: MATH A302

Qty	Unit Price	Total
1	\$9.55	\$9.55

Subtotal: \$9.55
Shipping: \$7.75
Total: \$17.30
Price subject to change.

← CONTINUE SHOPPING PLACE MY ORDER →

- This option will include charge to student account, Athletics scholarships, and other agency/financial aid.
 - **Required: Enter your student ID number in the “Account Number” field so that eligibility can be verified.**
 - Orders charged to Student Account, Agency, or Athletics will be mailed/available to pick up after eligibility is verified (allow up to 3 business days).
 - **IMPORTANT:** Some federal financial aid may NOT pay shipping. In these instances, if you selected to have a packet mailed, the postage will default to your student account and you will need to pay this yourself.

The org/fund option may NOT be used for online ordering of course packets for students. That option is reserved for University departmental print orders only.

Step 7: Complete Your Order!



Shipping



Payment

Order Confirmation

Thank you for your order!

If you chose store pickup, please bring a copy of this order confirmation when you come to pick up your order.

Order #	Status:	Order Date: 8/18/2020 7:26:46 PM ADT
1418	<u>User approved</u>	Due Date: 8/21/2020 8:30:00 AM ADT
	As of 8/18/2020 7:26:47 PM ADT	