# Print Shop Pro – Student Instructions

**Registering For an Account:**

- printservices.hope.edu

    OR

- KnowHope
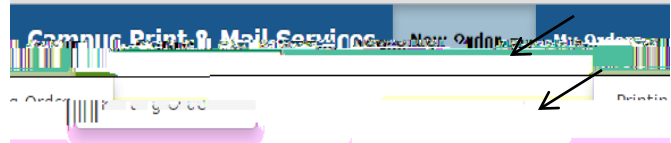    - o Campus Services
    - o Print Services

Log in using your 1Hope
username and password
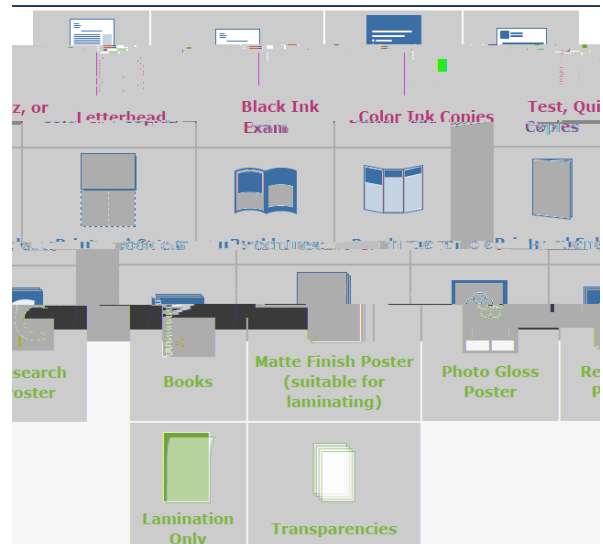(without the @hope.edu)

**Placing an Order:**

Log in using your 1Hope
username and password
(without the @hope.edu)

Select:
New Order
Printing Order

Select the Category that best
describes your printing request.

Continue to fill out the questions specific to the type of order you are submitting.

A PDF proof will be presented to you when you upload your file. **Be sure to review the PDF as this is what your final product will look like!** Approving the proof is giving your OK to print.

The Billing and Delivery page will give you an estimate for your request. Please note that this is an estimate based on what you entered. A final price will be calculated at the time your order is completed.

Be sure to select an account number:

- Select See Billing Instructions for fund and state Cash in the Additional Billing Instructions box.
- If you are submitting an order for a department, select See Billing Instructions for Fund and put their fund number in the Additional Billing Instructions box.

Select a new Suggested Due Date if necessary

Select a Pickup Location

Finish your order



You will receive a confirmation email when Print Services has received your order and again when your order is complete.