

## Print Shop Pro Order Management System – Register to become a user

1. Go to [https://mobpsm.moric.org/PSP/app/PSP\\_Start.asp](https://mobpsm.moric.org/PSP/app/PSP_Start.asp)
2. Click on Log In in the upper Right Corner

Madison - Oneida BOCES Print Shop [Contact Us](#) **Log In**

*Celebrating 50 years*  
1968-2018  
**Madison-Oneida**  
Board of Cooperative Educational Services  
Lead Partner: Innovate\*Excel

The Madison - Oneida BOCES cooperatively and responsibly provides educationally - focused programs and services which enable learners to excel.

**Print Shop Hours**  
8:00 am to 4:30 pm

**For Local Next Day Copying Delivery:** Orders must be submitted by 10:00 am.

**Our Print Services include:**

- Black and spot color offset printing
- Fast turnaround color and black/white copy
- Large format print (banners, posters and signage, etc.)
- Binding (spiral/saddle stitch, comb, hot glue cover binding)
- Finishing (folding, tabbing, trimming, collating, hole punching, numbering, scoring/perforating, laminating, corner rounding)
- Buttons
- Stickers/Labels

**Choose your services:**

- Printing and Copying
- Business Cards
- Graphic Design
- Wide Format

**Finishing Options**

There are multiple finishing options available.

- stapling (multiple position)
- padding (glue binding)
- 1, 2 & 3-hole punch
- booklet production (saddle-stitching, Hot glue cover binding)
- shrinkwrap

**Store Items**

3. If you have not registered yet, click on:

Madison - Oneida BOCES Print Shop [Contact Us](#) **Log In**

**EXISTING USERS:**

- Enter your username and password

**FIRST TIME USERS:**

- Select here to register.
- Enter information in required (\*) fields.
- You will be notified when your account has been approved.

**Registered Users**

User Name  [Show Help](#)

Password  [Show Help](#)

[Forgotten your password?](#)

Print Shop Pro WebDesk® ver 15.0.1

And follow the steps to become a registered user.

4. Once you are approved, you will be able to enter orders.