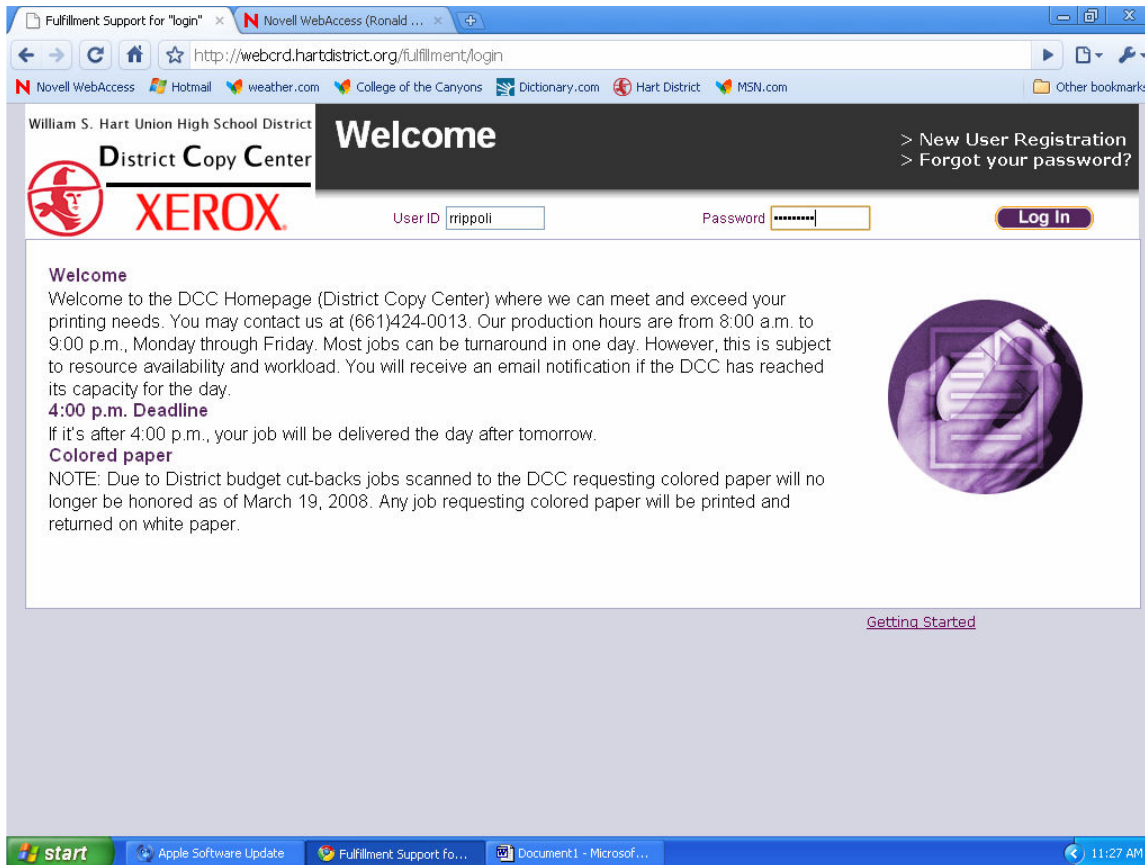


The screenshot shows a web browser window with the URL <http://webcrd.hartdistrict.org>. The page header includes the text "William S. Hart Union High School District" and "District Copy Center" with the XEROX logo. A "Welcome" message is displayed, along with links for "New User Registration" and "Forgot your password?". Below the header is a login form with fields for "User ID" and "Password", and a "Log In" button. The main content area contains a "Welcome" section with a paragraph of text, a "4:00 p.m. Deadline" section, and a "Colored paper" section with a note. A circular image of hands holding a document is on the right. A "Getting Started" link is at the bottom right. The Windows taskbar at the bottom shows the Start button and several open applications.

**Step 1:** Log on to <http://webcrd.hartdistrict.org>



**Step 2:** Enter your User ID (same as your Novell login ID) and your password. Your WEBCRD password should be different from your Novell password. If you forgot your password, or don't know it, click "Forgot your password?" in the upper right-hand corner of the screen and it will be e-mailed to you.

The screenshot shows a web browser window with the URL <http://webcrd.hartdistrict.org/fulfillment/login>. The page title is "Print Fulfillment Home" and it welcomes the user "Ronald Ippolito!". The navigation bar includes "Print Fulfillment", "Help", and "Logout". Below the navigation bar, there are links for "Order History", "My Profile", "My Archived Files", "Address Book", and "Reports". A red arrow points to the "My Profile" link. The main content area is divided into sections: "New Order" with options "From my computer", "From My Archives", "From Shared Archives", and "External Source"; "View/Modify an Order" with search filters for "Status" (Unsubmitted), "Start", "End", and "Display size" (25); and a table of orders. The table has columns for "Order Name", "Num", "Date", "Sending to", and "Status", with a "Modify" button for each row. The footer includes a thank you message and contact information for the District Copy Center.

Print Fulfillment Home Welcome, Ronald Ippolito!

What would you like to do?

**New Order**

**From my computer**  
File name:  No file chosen

**From My Archives** **From Shared Archives** **External Source**

**View/Modify an Order**

Status:  Start:  End:  Display size:

| Order Name (SORT)      | Num   | Date (SORT) | Sending to      | Status (SORT) |                                       |
|------------------------|-------|-------------|-----------------|---------------|---------------------------------------|
| Order 16237 09/27/2009 | 16237 | 09/27/2009  | Ronald Ippolito | Unsubmitted   | <input type="button" value="Modify"/> |
| Order 16235 09/27/2009 | 16235 | 09/27/2009  | Ronald Ippolito | Unsubmitted   | <input type="button" value="Modify"/> |
| Order 931 03/14/2007   | 931   | 03/14/2007  | Ronald Ippolito | Unsubmitted   | <input type="button" value="Modify"/> |
| Order 862 03/07/2007   | 862   | 03/07/2007  | Ronald Ippolito | Unsubmitted   | <input type="button" value="Modify"/> |
| Order 861 03/07/2007   | 861   | 03/07/2007  | Ronald Ippolito | Unsubmitted   | <input type="button" value="Modify"/> |

( 1 - 5 of 5 )

Thank you for using your District Copy Center. You may contact us at 661-424-0013. Our production hours are from 8AM to 9PM Monday through Friday.

Powered by

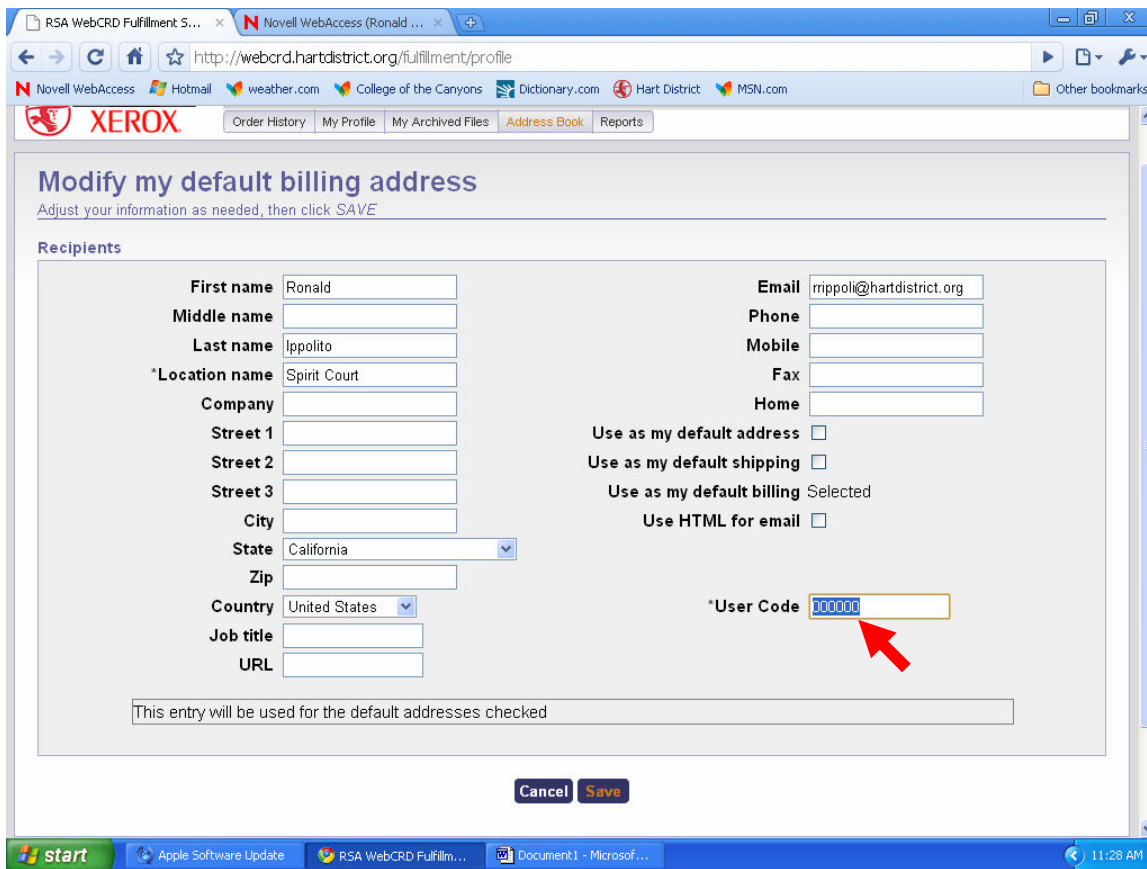
http://webcrd.hartdistrict.org/fulfillment/profile Sunday, September 27, 2009 11:30:23 AM PDT

**Step 3:** Click on My Profile at the top of the screen.

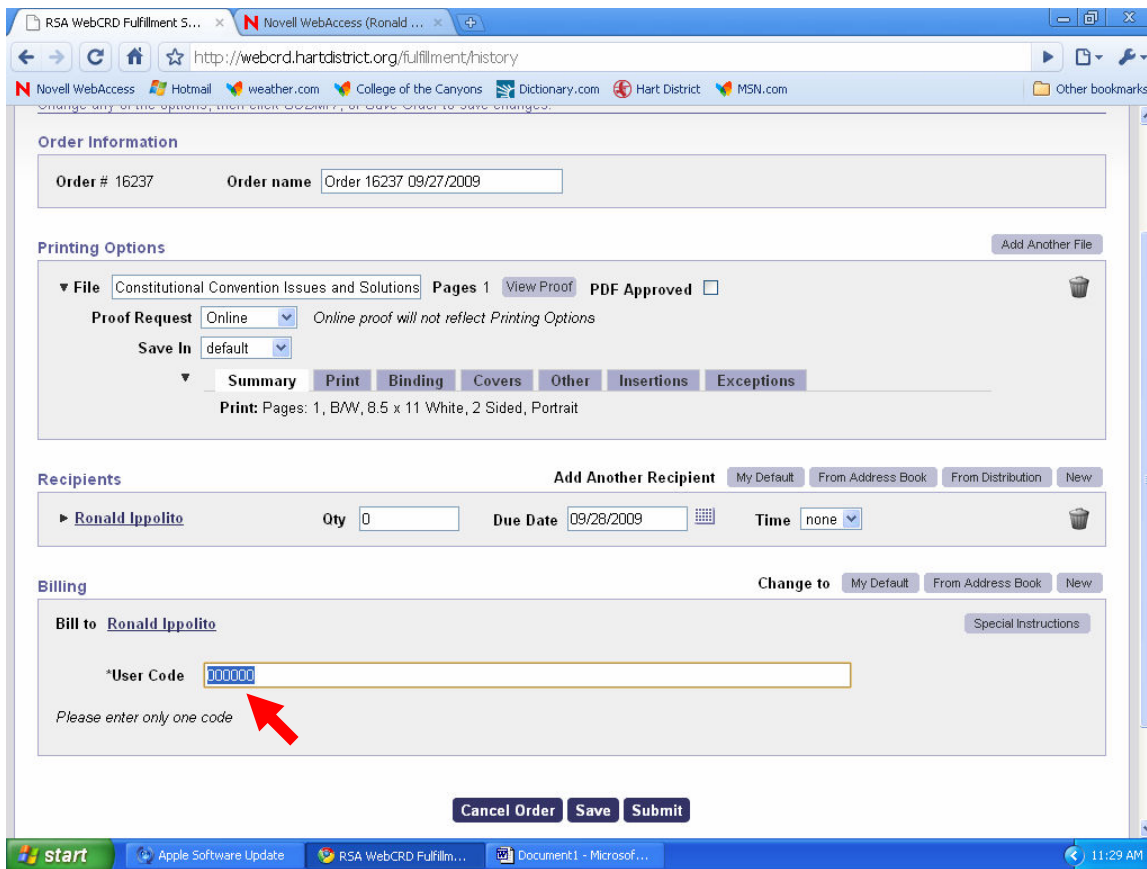
The screenshot shows a web browser window displaying the 'Ronald Ippolito Profile' page. The page header includes the William S. Hart Union High School District logo and 'District Copy Center XEROX'. The main content area is titled 'Ronald Ippolito Profile' and includes a sub-header 'Recipients'. Below this is a table with three rows: 'My address', 'Ship address', and 'Bill address'. Each row has columns for 'Address type', 'Name', and 'Location', followed by 'View/Modify' and 'From address book' buttons. A red arrow points to the 'View/Modify' button for the 'Bill address' row. Below the table are sections for 'UserDetails', 'Password', and 'Printing Options'.

| Address type | Name            | Location     | View/Modify | From address book |
|--------------|-----------------|--------------|-------------|-------------------|
| My address   | Ronald Ippolito | Spirit Court | View/Modify | From address book |
| Ship address | Ronald Ippolito | Spirit Court | View/Modify | From address book |
| Bill address | Ronald Ippolito | Spirit Court | View/Modify | From address book |

**Step 4:** Select View/Modify for the Bill address.



**Step 5:** Enter your six-digit User Code. This should not be confused with your User ID. The “User Code” is the same code that you enter every time you log on to the Xerox machine at your school site.



**Step 6:** Once you have entered your copy job details, verify that your User Code appears in the Billing section at the bottom. If it does, your copy job should now be successfully routed to you at your school site!