Aggie Print System Instructions

How to Set-up an Account in Aggie Print:

1. Log onto the URL for AGGIE PRINT at www.myorderdesk.com/AT. This should bring you to the Home Page of Aggie Print.

2. Scroll down the Home Page to “Enter your contact information.” In most cases you will not need to download a print driver, so disregard Step #1, unless you have problems.

3. Follow the Steps to create an account in the system.

4. Wait to receive a confirmation from Aggie Print that you can begin to create orders.

How to Order Stationery in Aggie Print:

1. Go to the Aggie Print website www.myorderdesk.com/AT and log into the System.

2. Click on the “Order” tab.

3. Make your ordering selection from the list (Business cards, Letterhead, Envelopes).

4. Scroll down and enter the requested information. After entering all the information, click on “View Proof” to verify all the information.

   It is the responsibility of the requestor to ensure all information is accurate; spelling, titles, address, etc.

   You may print a copy of the proof for records (if desired)

5. Hit the Green Send Button. This will place your order in a queue. However the order will not be released until after the Purchasing Department receives a requisition for the order.

6. Create a non-catalog requisition in AGGIE-MART, and reference the Aggie Print job# as the catalog no., enter the qty. being requested, price, and packaging.

How to Receive an Order from Aggie Print:

1. Your order(s) will be delivered to University Central Receiving.

2. After receiving your order, check to ensure all printing is accurate. If so, go into Banner and receive the purchase order that has been assigned to your order.

3. If the order is incorrect, please contact John Guffey (336) 334-5420 or at jrguffey@uncg.edu. Note: If the order is incorrect because of the requestor’s error, the department will incur the cost for both orders.