



STLCC Print Shop

user guide • version 2.0

SUPPORT

Contact our [support](#) team with any questions
express.support@modernlitho.com
573-644-6245
Monday-Friday
7am-5pm CST

GETTING STARTED

Go to www.modernlithoonline.com
Username: your stlcc.edu email address
Password: First visit: stlccprint
All subsequent visits: enter your unique password

Click the “Forgot Your Password” link on the login page if you can’t remember your password or contact [support](#)

The image shows a login form with a white background and a blue border. At the top left, the word "Login" is written in bold black text. At the top right, there is a grey "X" icon. Below the title, there are two input fields. The first is labeled "User Name" and contains the text "email@stlcc.edu". The second is labeled "Password" and contains a series of dots. Below the password field, there is a blue button with the word "Login" in white. To the right of the button, the text "Forgot Your Password?" is written in blue and is circled with a red oval.

NAVIGATING THE SITE

After logging in, you can search for items two ways:

1. Item specific search – utilize the search bar at the top center of the home page
2. By category - click the featured category to see all available items. (eg: business cards, envelopes, letterhead, etc..)

The image shows a screenshot of the STLCC Print Shop website with several red callout boxes and arrows pointing to specific elements:

- HOME**: A callout box pointing to the home icon in the top navigation bar with the text "Always brings you back to this screen".
- Search Bar**: A callout box pointing to the search input field with the text "Search Bar".
- Click for Support**: A callout box pointing to the "CONTACT US" link in the top navigation bar with the text "Click for Support".
- STLCC STLCC**: A callout box pointing to the user profile dropdown menu in the top navigation bar with a list of options: "Address Book", "Profile", "Order History", "Saved Jobs", and "Logout".
- Cart Button**: A callout box pointing to the shopping cart icon in the top right corner with the text "Cart Button".
- Categories**: A central callout box with five arrows pointing to the "BROWSE" buttons of the featured categories: "BUSINESS CARDS", "ENVELOPES", "FOLDERS", "LETTERHEAD", and "NAME BADGES".

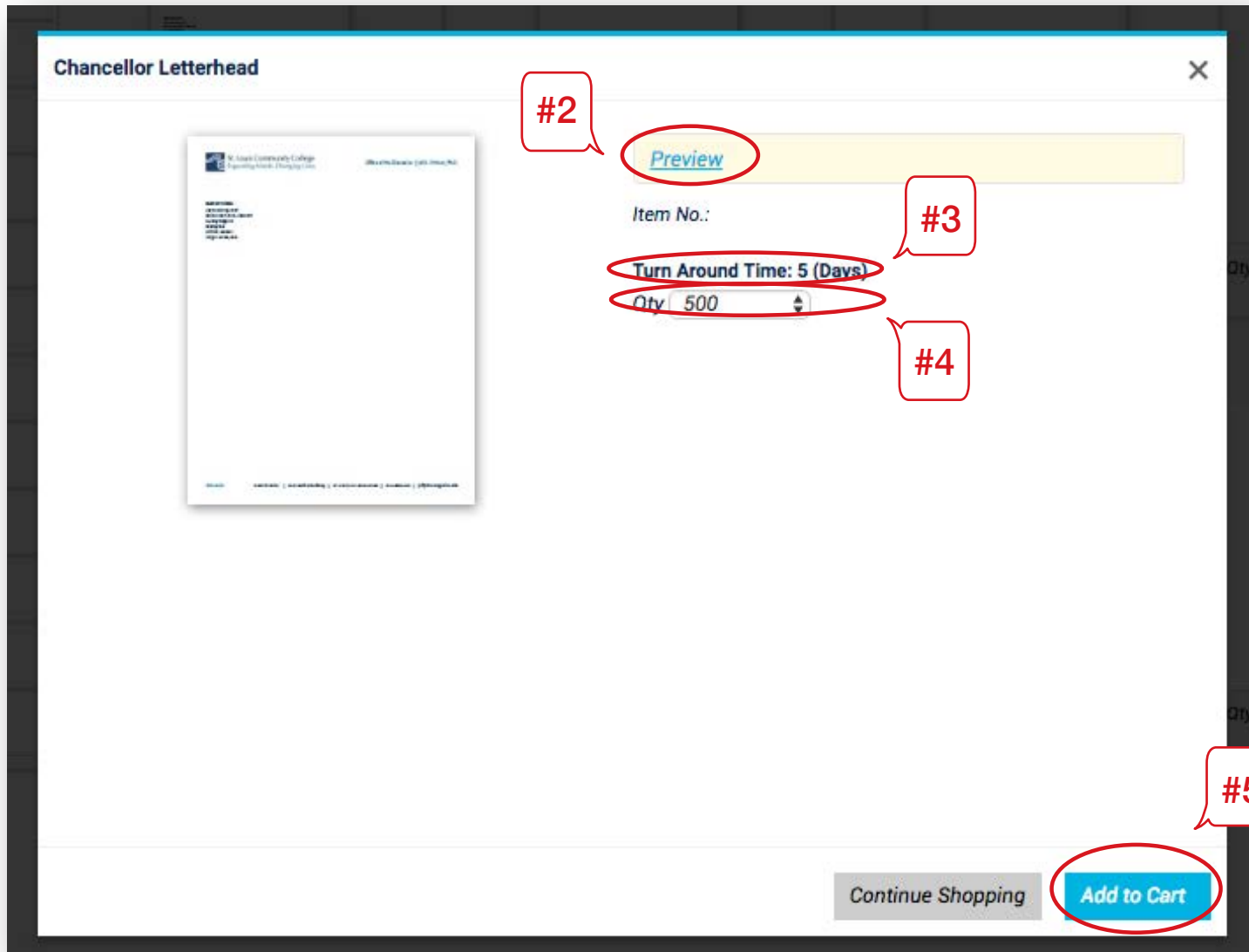
The website header includes the St. Louis Community College logo and a search bar labeled "Search Product". The main banner reads "STLCC Print Shop" and "Welcome! Browse this site to order branded materials for your department." Below the banner is a "FEATURED CATEGORIES" section with five items, each with a "BROWSE" button:

- BUSINESS CARDS
- ENVELOPES
- FOLDERS
- LETTERHEAD
- NAME BADGES

**Ordering standard items:
(letterhead, envelopes, folders)**

Once you have located the item you would like to order.

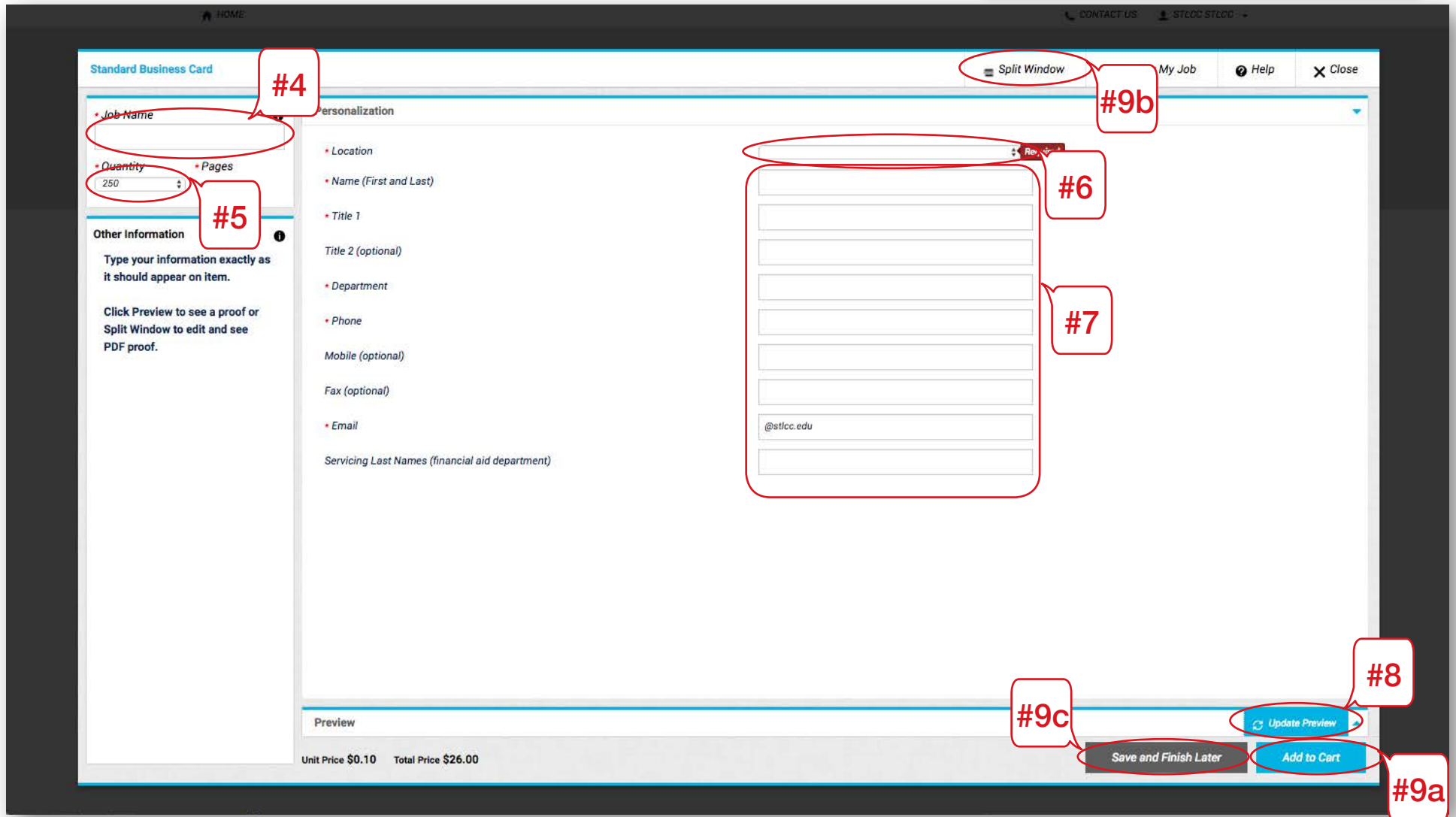
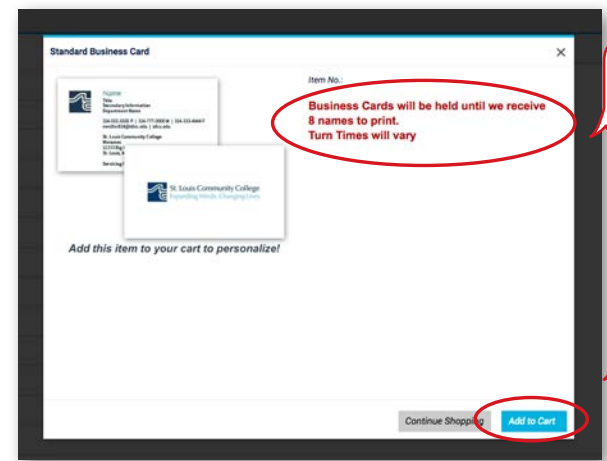
1. Click on the thumbnail
2. Use “preview” to see an expanded view of the item if necessary
3. Note: turnaround time
4. Select your desired quantity
5. Click add to cart
6. Repeat until all items are in cart



Ordering Customizable Items (eg: Business Cards, Name Badges)

Once you have located the item you would like to order.

1. Click the thumbnail
2. Note turnaround times for customizable items vary based on number of orders
3. Select “add to cart” to personalize your item
4. Enter job name in upper left corner of screen
(use individual’s name on card or badge)
5. Select order quantity from drop down menu in upper left corner
6. Select your campus from the drop down menu under the personalization section
7. Enter your information in the fields EXACTLY as it should appear
8. Select “update preview” to see a proof of your personalized item
9. Proof options:
 - a. Approve: select add to cart
 - b. To edit: click split window tab – update information – click preview again
 - c. Save & Finish Later: item will be saved to your “my saved jobs” file



CHECKING OUT

1. Hover over the cart button in the upper right corner of the page
2. Click Checkout

The screenshot displays the St. Louis Community College website's shopping cart and checkout interface. The page features a navigation bar with 'HOME', 'CONTACT US', and 'STLCC STLCC' links. A search bar is positioned in the center. On the left, a 'Products' sidebar lists categories such as Business Cards, Envelopes, and Folders. The main content area shows 'IN THIS CATEGORY:' with two product listings: 'CONTINUING EDUCATION FOLDER' and 'STLCC DISTRICT FOLDER', each with a quantity of 1000 and an 'ADD TO CART' button. On the right, a shopping cart is open, showing three items: 'STLCC stlcc.e...' (\$160.00), 'STLCC Cosand...' (\$160.00), and 'STLCC #10 En...' (\$125.00), with a 'SubTotal' of \$479.38. A red circle labeled '#1' highlights the cart icon in the top right, and another red circle labeled '#2' highlights the 'CheckOut' button at the bottom of the cart.

HOME CONTACT US STLCC STLCC

St. Louis Community College

Search Product

Products

- Business Cards
- Envelopes
- Continuing Education
- Cosand Center
- Florissant Valley
- Forest Park
- Foundation
- HEC
- Meramec
- SCEUC
- Wildwood
- Folders
- Letterhead

IN THIS CATEGORY:

CONTINUING EDUCATION FOLDER

Qty 1000 **ADD TO CART**

STLCC DISTRICT FOLDER

Qty 1000 **ADD TO CART**

#1

STLCC stlcc.e... \$160.00
Quantity - 500

STLCC Cosand... \$160.00
Quantity - 500

STLCC #10 En... \$125.00
Quantity - 500

SubTotal \$479.38

#2

CheckOut

© 2004-2015 Electronics For Imaging, Inc.

CHECKING OUT (cont.)

If changes to your cart are needed, you may:

1. Adjust quantities. Pricing will automatically adjust.
2. Save an item in your cart for later
3. Remove an item from your cart
4. Verify total
5. Proceed to checkout
6. Continue shopping to add more items to your cart
7. Clear cart of all products

The screenshot shows a shopping cart page for St. Louis Community College. The cart contains three items, each with a quantity of 500. The total price is \$479.38. The interface includes a search bar, a cart icon with a count of 3, and a 'CART' header. The items listed are:

Products	Quantity	Unit Price	Total
#10 Envelope Continuing Education Turn Around Time : 7 Days Turnaround time does not indicate the shipping date	500	\$0.25	\$125.00
Chancellor Letterhead Turn Around Time : 5 Days Turnaround time does not indicate the shipping date	500	\$0.32	\$160.00
District Letterhead Turn Around Time : 5 Days Turnaround time does not indicate the shipping date	500	\$0.32	\$160.00

Summary:

- Subtotal: \$445.00
- Taxes: \$34.38
- Total: \$479.38**

Price subject to change.

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

Navigation buttons: CONTINUE SHOPPING, CLEAR CART, PROCEED TO CHECKOUT.

Callouts: #1 (Quantity dropdown), #2 (Save for later), #3 (Remove), #4 (Total price), #5 (Proceed to checkout button), #6 (Continue shopping button), #7 (Clear cart button).

© 2004-2015 Electronics For Imaging, Inc.

SHIPPING INFORMATION

Products must ship to a STLCC campus.

1. Choose your location from the address book - The delivery address information will automatically populate in the fields below.
2. Review shipping information
3. Enter your phone number, email address and any special delivery instructions
4. Click Save
5. Click "Proceed to payment" if all is approved

Shipping

Payment

Finish

Only Local Delivery available.
Local delivery <50 miles

#1

ADDRESS
TO SELECT A DIFFERENT LOCATION CLICK ON "ADD FROM ADDRESS BOOK".
[Add from Address Book](#)

* First Name:
Stlcc

* Last Name:
STLCC

* Address Line 1:
6009 Stertzer Rd.

Address Line 2:

Address Line 3:

* City:
Jefferson City

Country:
United States

* State/Province/Region:
MO - Missouri

* Zip/Postal Code:
65101

Phone Number 1:

Company:
St. Louis Community College

Email:
noreply@modernlitho.com

Delivery Instructions

Save to My Address Book

#2

#3

#4

Save Cancel

You must click save to proceed with checkout.

CONTINUE SHOPPING

#5

PROCEED TO PAYMENT

Products

Item Name	Qty	Unit Price	Total
#10 Envelope Continuing Education	500	\$0.25	\$125.00

Chancellor Letterhead	500	\$0.32	\$160.00

District Letterhead	500	\$0.32	\$160.00

Subtotal: \$445.00
Shipping: \$0.00
Taxes: \$34.38
Total: \$479.38
Price subject to change.

A PO # is required to place an order on the STLCC Print Shop. Before selecting the “Proceed to Checkout” option, you will need to:

1. Login to Banner at <http://collegeweb.stlcc.edu/banner>
2. Follow the process for creating a PO #
3. Reference the total amount displayed in your cart when entering your requisition
4. Once your requisition is approved and you have a PO #, you will need to log back into the website at www.Modernlithoonline.com to complete your order.
5. Hover over the cart button in the upper right corner of the page
6. Click “Checkout” to continue with your order
7. Verify that the total displayed in your cart matches the amount of your P.O. #

***Billing for orders may not be split among different purchase order P.O. numbers.**

8. Add P.O. # to field
9. Click “Place My Order”

HOME CONTACT US STLCC STLCC

St. Louis Community College

Shipping Payment Finish

PAYMENT METHOD
Please select a payment type.

PO Number

PO NUMBER

Products

STLCC #10 Envelope COSAND
Item Name: #10 Envelope COSAND CENTER

Qty	Unit Price	Total
500	\$0.25	\$125.00

Subtotal: \$125.00
Shipping: \$0.00
Taxes: \$0.00
Total: \$125.00

You are exempted tax on products

← CONTINUE SHOPPING PLACE MY ORDER →

[Terms & Conditions](#)

ORDER STATUS

1. All orders will be reviewed and approved within 2 business days.
2. You will receive an email once your order has been approved.
3. You can check the status of your order in your account:

PENDING APPROVAL

APPROVED

IN PRODUCTION

OUT FOR DELIVERY

4. If you have not received your order one day after out for deliver is noted, please contact [support](#).

RUSH ORDERS

After placing your order, contact [support](#) with your order number and let them know that you'd like to have your order expedited. They will do their best to move your order into production as quickly as possible.

WHO CAN ORDER?

- STLCC Department Administrative Assistants
- STLCC Copy Center staff
- STLCC Marketing & Communications staff