UC New Duplicating Portal:

To create your account, please visit the UC **Print Order Desk** at: https://comservices.uc.edu/PSP/appNet/ADLogin/ShibbolethLogin.aspx. You can contact UC for help if needed at (513) 558-2680.

To start, Select "Non-UC Account" on the right.
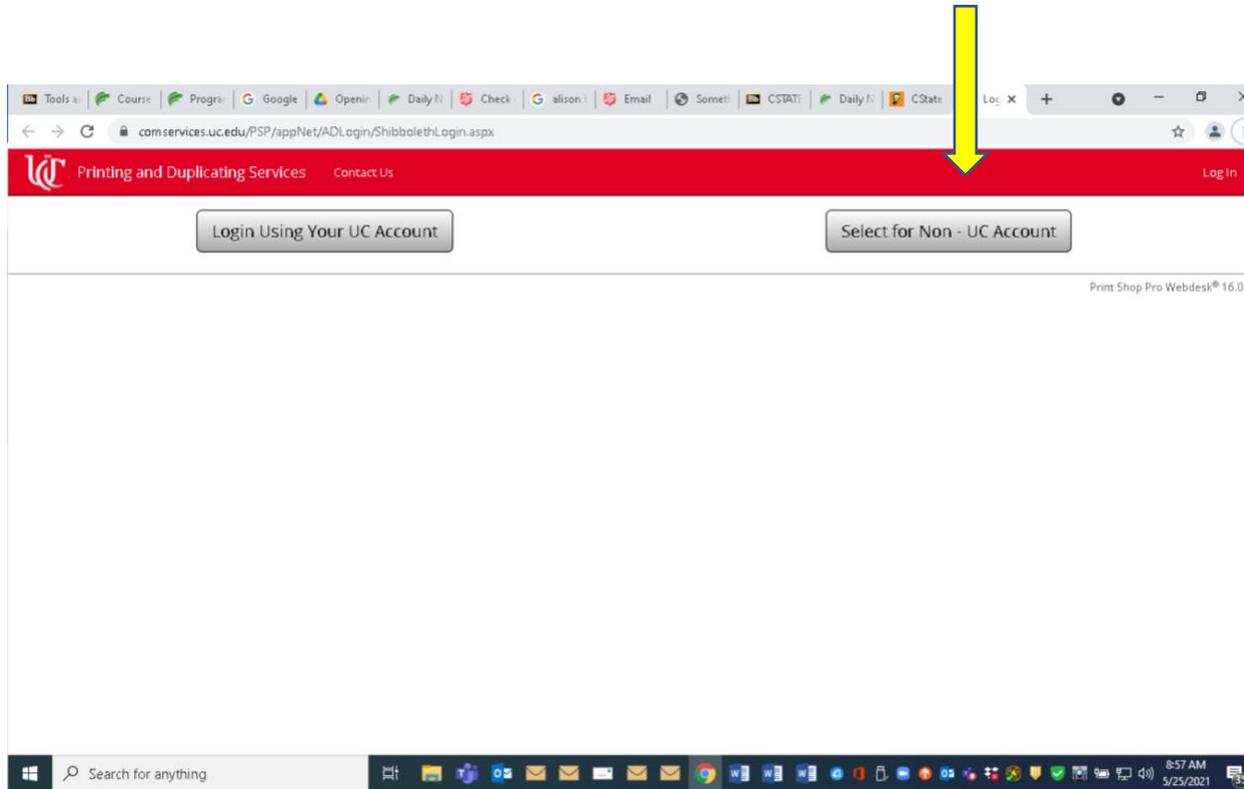
At the next screen, select the highlighted HERE in the first bullet.

Fill in your information on the screen below.
- **For Site / Department select (insert appropriate "CS" choice from menu).**
- **For Site Address Line 1, use "3520 Central Pkwy" and leave Site Address Line 2 blank.**

Once you've completed all the required fields and confirmed you are not a robot, click Register.

Upon registering you will receive an email stating "Before you can place an order, your account will need to be activated by a member of our team. This shouldn't take longer than a day."