

Registration for Web CRD is simple. Just go to the log in page at:

<http://printing.chattanoogastate.edu>

Click on **New User Registration** in the blue Login box on the right.

After clicking on this link, you will be given a page that allows you to provide the necessary information in order to be able to use Web CRD. The red asterisks mark the essential items that are needed in order to process your request. We will not need your home address or phone number. The three items not marked with an asterisk but are helpful to us are your **department, your work number, and your account number**. If you provide your account number, either here or in your profile, it will not be necessary to provide it in on orders that are placed. Your work number helps us to contact you if we have a question regarding your order. These items also help us confirm you are qualified to use Web CRD, which is exclusively for the faculty and staff of Chattanooga State.

After completion of the New User Registration form, click Register at the bottom of the page. This will send us a notice that you are requesting registration and we will process that as soon as possible. You will be given a user name and a temporary password in order to log in. You can change your password in your profile page once you are logged in. That is done by clicking The “**My Profile**” tab is in the upper right corner of the page just next to the Logout tab.

The screenshot shows the WebCRD website interface. At the top, there is a navigation bar with a "Help" link on the right. The main header features the WebCRD logo (a circular arrow) and the text "WebCRD™ Web-to-Print Solution" on the left, and the Chattanooga State Community College logo (a stylized 'S' shape) and the text "A National Leader in Technology Chattanooga State Community College" on the right.

The main content area is divided into several sections:

- Document Services:** Welcome to Document Services, your home for high quality Printing and Duplication services.
- Are you new to our Online Printing Services?:** Click on the Getting Started link below. It includes important information on obtaining an account, installing our Print Driver, and identifies the minimum requirements for your computer. A link "Read our Getting Started tips" is provided.
- Get our SurePDF Driver for accurate printing, everytime!** If you have not already installed our SurePDF Print Driver on your computer, click on the link below to get started. Using our Print Driver ensures that your document prints accurately, exactly the way it appears on your Windows or Mac application. A link "Get the SurePDF Driver" is provided.
- Hours:** M-Th 7:30am-5:30pm, F: 7:30am-4:30pm.
- Printing Department:** A National Leader in Technology Chattanooga State Community College.
- COPY PRICES:** Copy Prices, Color Copy Prices.
- Login:** If you already have a WebCRD account, please log in below. If you do not yet have a WebCRD account, click below to register. A link "New User Registration" is provided. There are input fields for "User ID" and "Password", a "Forgot your password?" link, and a "Log in" button.

At the bottom of the page, there is a footer with the text "© 2001-2012 Rochester Software Associates, Inc. All rights reserved."