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.