

## **Experience Powered by Northeastern Business Cards**

### Ordering Instructions

To access the ordering website, go to: <https://northeastern.myprintdesk.net/DSF>

If you have an account, your login information is as follows:

User name: [your first initial in lowercase].[your last name in lowercase]

Password: [your first name in lowercase]

*Do not use the "@northeastern.edu" in your user name.*

If you try logging in and find you don't have an account, you can request one here:

[https://collegiatepress.com/northeastern/faculty/request\\_account.html](https://collegiatepress.com/northeastern/faculty/request_account.html). Reprographics will notify you when your account has been created.

Once you log in, select the Stationery Products category on the left side of the webpage and then scroll down to the bottom to the "Advancement Experience Business Cards" category. Click on "Order Now." The new template is in this category on its own. Make sure to keep your title to one line to fit on the card.

If you have any questions/problems using this stationery site, contact Andy Boucek at [a.boucek@northeastern.edu](mailto:a.boucek@northeastern.edu) or 617.373.7640.