

How to add people to your contact list

Go to the website <http://webcrd.leanderisd.org/fulfillment/login>

District Staff login information: Choose the following settings:

Domain: Standard Account

User ID and Password are the same as your Novell login

Document Services
Welcome to Document Services, your home for high quality Printing and Duplication services. Allow us to take care of your printing projects, so you can concentrate on what it is that you do best!

Due Date
Please remember to adjust your due date before clicking the Submit Order button. Allow 48 hours for standard order completion and delivery. Please allow 4-5 business days for completion of notepads, forms, business cards and posters.

Training Resource Files
[Basic Ordering Instructions - PC](#)
[Approving, Rejecting or Modifying Approval Orders](#)
[Ordering Elementary Curriculum Materials](#)
[Ordering Enrollment Forms](#)
[Ordering Home Page Guide](#)

Hours
Monday - Thursday 8 am - 6 pm

Contact Information
Email: documentproductioncenter@leanderisd.org
Phone: 512-570-0621

Login
If you already have a WebCRD account, please log in below.

District Users:
Select Standard Account below to Log In.

Domain: Standard Account
User ID: Jennifer_Espinoza
Password: [Redacted]

Ordering from home?

[Download the SurePDF Print Driver to install your virtual printer.](#)

You will now be at your **ordering home page**.

Click on **Contacts**

Roles | Ordering | Proxy | Home | My Profile | Help | Logout

Orders | **Manage File** | **Contacts** | **Reports** | APPROVALS [172] | REJECTIONS [2] | CART [0]

PRINTING MADE EASY
Ordering from Document Services has never been easier. Upload a PDF File from your desktop, search for personal items in My Files or search the Catalog.

Upload A File
Select a file from your desktop.
pdf
Browse...
Multiple Files?
Go

Search Catalog
Search catalog by description for items to order.
Advanced Search
Go

My Files
Search your personal file cabinet for items to order.
Advanced Search
Go

Special Orders
Order custom prints from a flash drive, CD-ROM, etc.
Go

Elementary Curriculum Materials
[Handwriting Practice Books](#)
[TPRI](#)
[DRA's](#)
[DRA Other Masters](#)
[EDL's](#)
[Science Notebooks](#)
[Math Charts - STAAR](#)
[Math Documents](#)

Student Handbooks
[Student Handbooks](#)

District Forms
[District Forms](#)
[Athletic Physical Forms](#)

Enrollment Forms
[2012-2013 Enrollment Forms](#)
[2013-2014 Enrollment Forms](#)

Click on **Add Contact**

Manage My Contacts

Contacts are used to assign shipping and billing addresses during checkout. You can add, modify, and delete contacts on this page.

Add Contact Dist. Lists

Contacts Search		Last name contains <input type="text"/>	Rows Per Page 25	Search	
		Location contains <input type="text"/>		Clear	
Name	Location	Address	City, State		
Jenn Aa	sup		, Texas	Modify	Delete
REGISTRAR BAGDAD E...	BAGDAD ELEMENTARY		, Texas	Modify	Delete
CAMPUS SECREATARY ...	BAGDAD		, Texas	Modify	Delete
CAMPUS SECREATARY ...	BLOCK HOUSE CREEK		, Texas	Modify	Delete
REGISTRAR BLOCKHOU...	BLOCKHOUSE CREEK EL...		, Texas	Modify	Delete
TONNA BOULLION	INSTRUCTIONAL SERVI...		, Texas	Modify	Delete
CAMPUS SECREATARY ...	BUSH		, Texas	Modify	Delete
REGISTRAR BUSH ELE...	BUSH ELEMENTARY		, Texas	Modify	Delete
ATHLETICS CANYON R	CANYON RIDGE MS		Texas	Modify	Delete

Complete the form below for each new person you need to add to your contact list.

Location should be the campus name for delivery, not a room number.

Click **Save**

Add Contact

For use as a recipient, provide the details necessary for your ordered items to reach their destination. For use with billing, include any required account codes.

Fields with an * are required. Fields with an * are required for use as a recipient.

Address		Phone / Email	
First name *	<input type="text"/>	Email	<input type="text"/>
Middle name	<input type="text"/>	Email Format	<input checked="" type="radio"/> HTML <input type="radio"/> Text
Last name *	<input type="text"/>	Work #	<input type="text"/>
Job title	<input type="text"/>	Mobile #	<input type="text"/>
Location *	<input type="text"/>	Account Codes	
Company	<input type="text"/>	Charge code	<input type="text"/>
Department	<input type="text"/>		
Street 1	<input type="text"/>		
City	<input type="text"/>		
State	Texas		
Zip	<input type="text"/>		

Cancel Save