

How to update your user profile

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 **My Profile**

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

LEANDER INDEPENDENT SCHOOL DISTRICT

Encouraging, WebCRD Banner and challenging every student to achieve the highest levels of knowledge, skills, and character.

Orders Manage Files 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](#)

Review your settings for and make any necessary changes for each by clicking Modify in each section below:

- **Contact information**
- **Default Shipping Information**
- **Default Billing Information**

Roles Ordering Proxy Home My Profile | Help | Logout

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Orders Manage Files Contacts Reports APPROVALS [119] REJECTIONS [2] CART [0]

My Profile [Email Options](#) | [Print Options](#) | [My Workgroups](#)

My Contact Information **Modify** Or select from this contact list [Personal](#)

Address: JENNIFER ESPINOZA
MATERIALS MANAGEMENT

Phone / Email: Jennifer_Espinoza@leanderisd.org
Text (Email Format)
10621 (Work #)

User ID: Jennifer_Espinoza [Change Password](#)

Default Shipping Information **Modify** Or select from this contact list [Personal](#)

Address: JENNIFER ESPINOZA
MATERIALS MANAGEMENT
MGR DOC PRODUCTION
Texas

Phone / Email: Jennifer_Espinoza@leanderisd.org
10621 (Work #)

Delivery Method: Tub

Default Billing Information **Modify** Or select from this contact list [Personal](#)

Address: JENNIFER ESPINOZA
MATERIALS MANAGEMENT
MGR DOC PRODUCTION
Texas

Phone / Email: Jennifer_Espinoza@leanderisd.org
10621 (Work #)

Account Codes: 00745 (Charge code)

[Top](#)

Email Options

The fields with information below are the critical ones to have completed.

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

The default will apply the changes to all of your default settings, or if necessary you can select Apply changes to your billing address only. Updating all default settings is recommended.

Once information is updated, ensure that you **Click Save** to make the changes effective.

Default Billing Information

Make desired changes to your default billing information. Accounting codes specified here will also be used as order defaults.

Fields with an * are required at all times, fields with an * are required to submit an order.

| Address | Phone / Email |
|---------------------------------|--|
| First name * JENNIFER | Email Jennifer_Espinoza@leanderisd.org |
| Middle name | Work # 10621 |
| Lastname * ESPINOZA | Mobile # |
| Job title | Account Codes |
| Location * MATERIALS MANAGEMENT | Charge code your 5 digit campus account code |
| Department | |
| Street 1 | |
| City | |
| State Texas | |

Actions:

Apply changes to my default addresses that use this information: **Personal, Billing, Shipping** Apply changes to my Billing address only.

This will create a new contact in your Personal Contacts list.

Cancel Save