

Order Home Page

Go to website <http://webcrd.leanderisd.org> and login with your user id and password.
(If you need help with this, please call extension 10621.)

The default page once logged into the site is the **Order Home Page**

Familiarize yourself with the following options on the page:

- **A – Upload a File** – Browse to find the PDF file that you want to submit to the production center.
- **B – Search Catalog** – Search global folders for standardized materials for re-printing.
- **C – My Files** – Search your catalog for previously completed orders.
- **D – Special Orders** – Enter printing options for a file to be submitted in person.
- **E – Elementary Curriculum Materials**
- **F – District Forms**
- **G – Enrollment Forms**
- **H – Cart** – Once items are ordered from the archived files or uploaded from your computer, they will be placed in your cart. Click on Cart to finalize order and submit print request to the production center.

Roles Ordering Home | My Profile | Help | Logout

LEANDER
INDEPENDENT SCHOOL DISTRICT

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

Orders Manage Files Contacts Reports 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.

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

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

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

D Special Orders
Order custom prints from a hardcopy, CD-ROM, etc.
Go

E Elementary Curriculum Materials
[Handwriting Practice Books](#)
[TPR](#)
[DRA's](#)
[DRA Other Masters](#)
[EDL's](#)
[Math Charts - STAAR](#)

F District Forms
[District Forms](#)

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

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