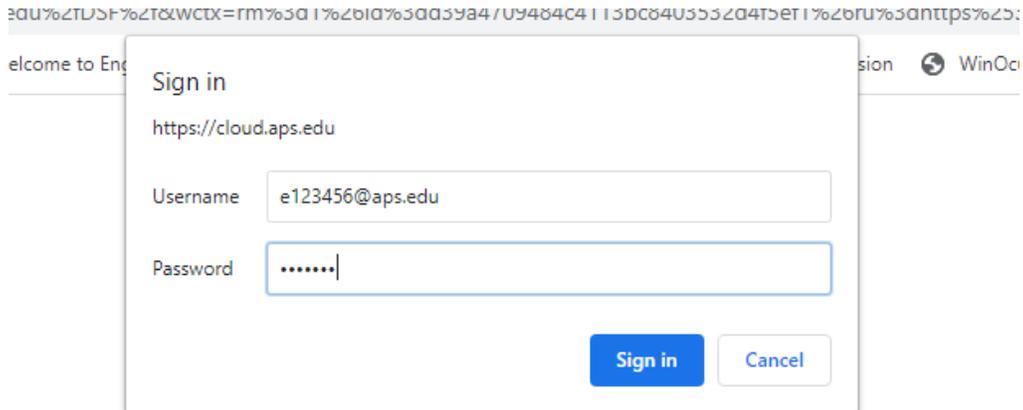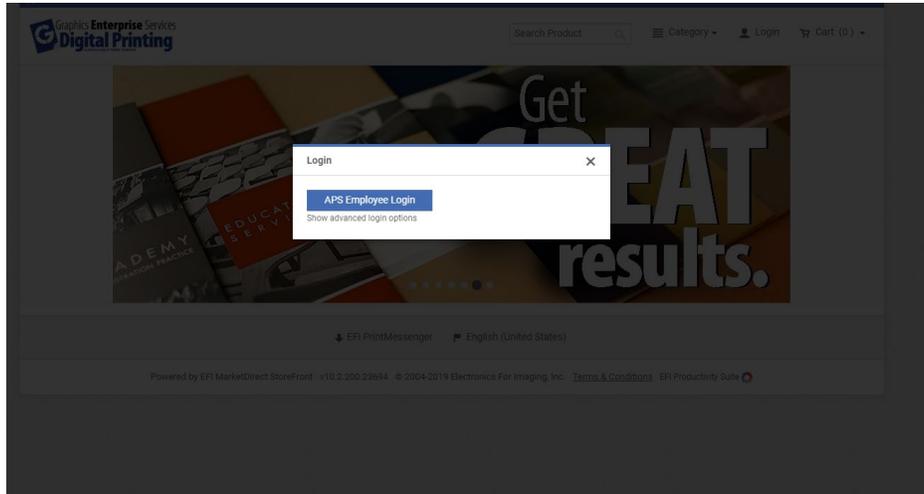Storefront.aps.edu

1. Click on APS Employee Login

Storefront is tied into Active Directory. It should automatically log you in if you are using your APS assigned computer. If not, you will be prompted to enter your APS credentials. You will need to enter your employee number as shown below. Your password is the same as your APS password.

2. Click on APS Upload and Printing. To begin select "Order" on the category that you would like to print.

3. Select "Add Files" in the upper left corner. You'll then select upload, saved, or other. Upload is to upload new files, saved is to retrieve any old files you might have used in the past, and other is for hard copy submissions. For this option you will have to select from the drop down and name the file, number of originals, and any special instructions you might have.
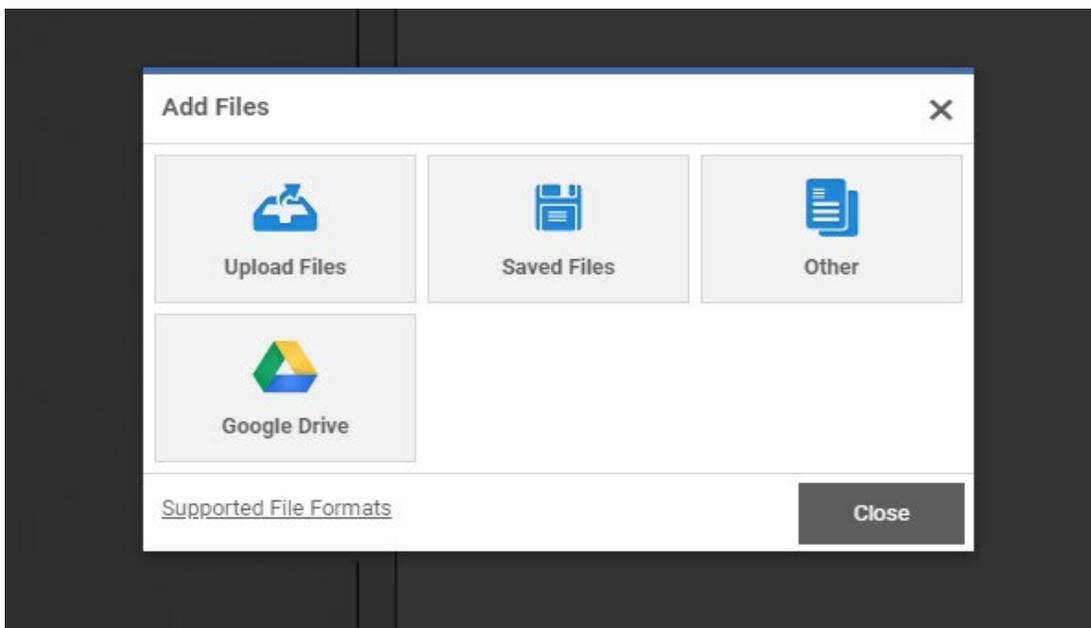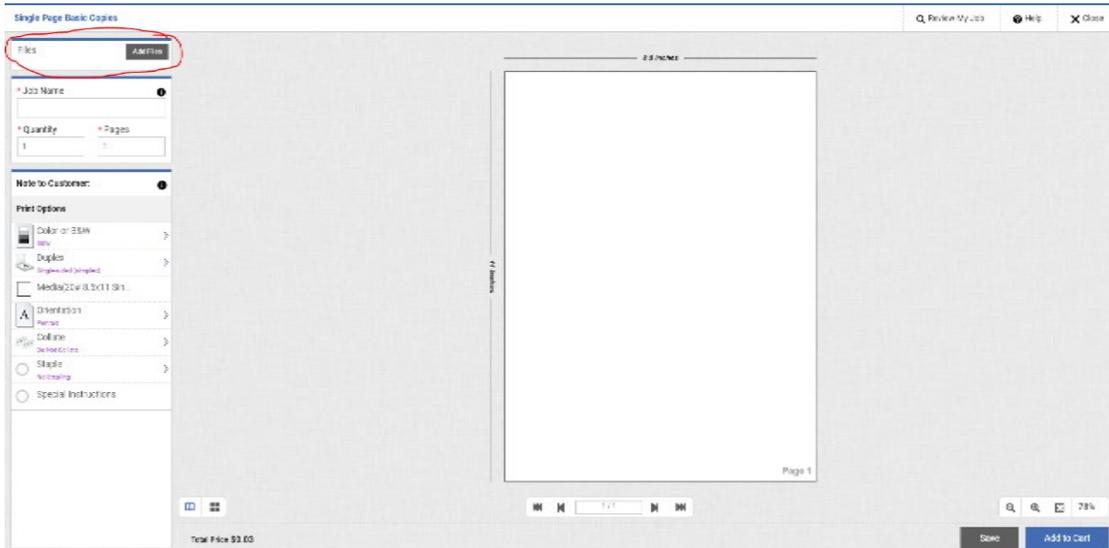
4. Enter a Job Name along with quantities need and total number of pages in your file. You may then select print options; color, double/single sided, paper and paper size, orientation, collate and staple. If you require any special printing instructions you may click on the box and type in any instructions you may have for your print specialist.
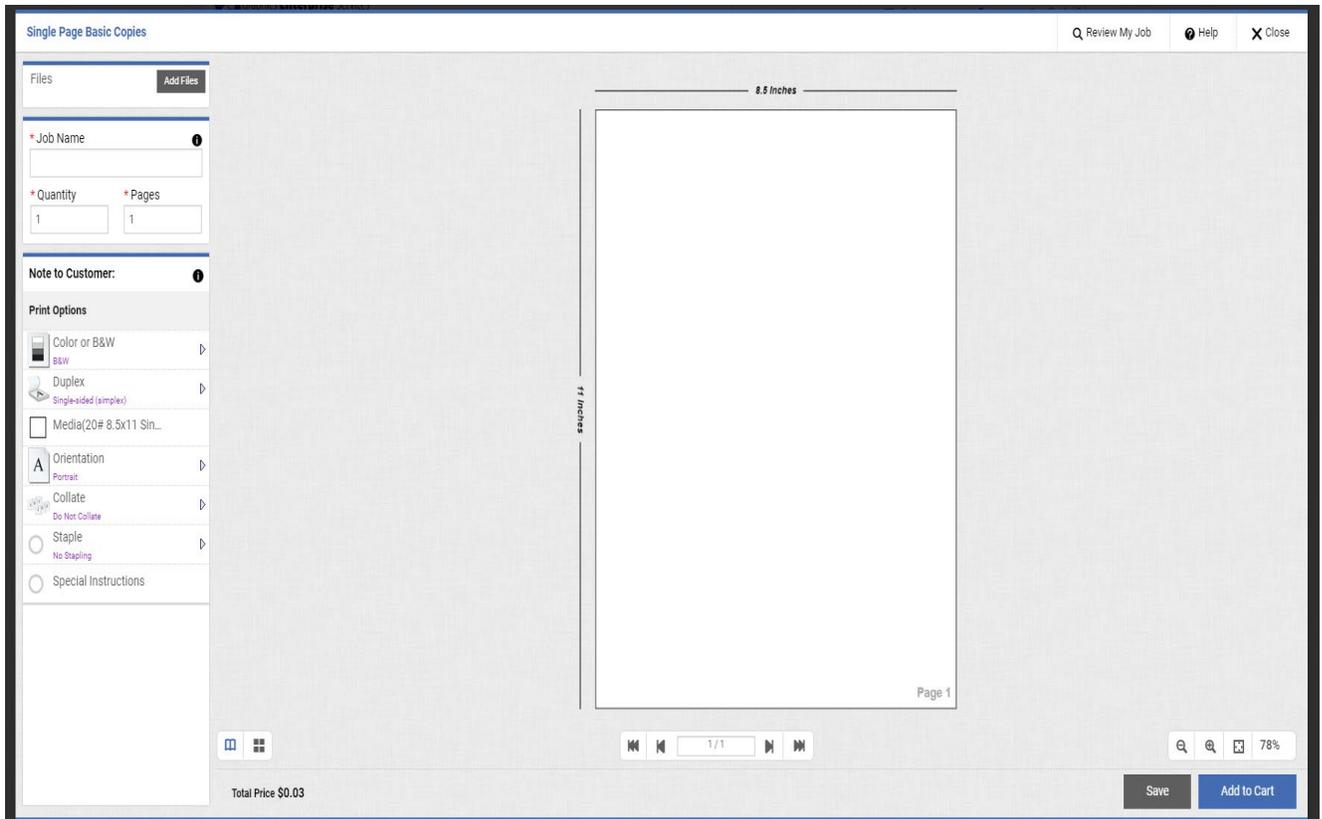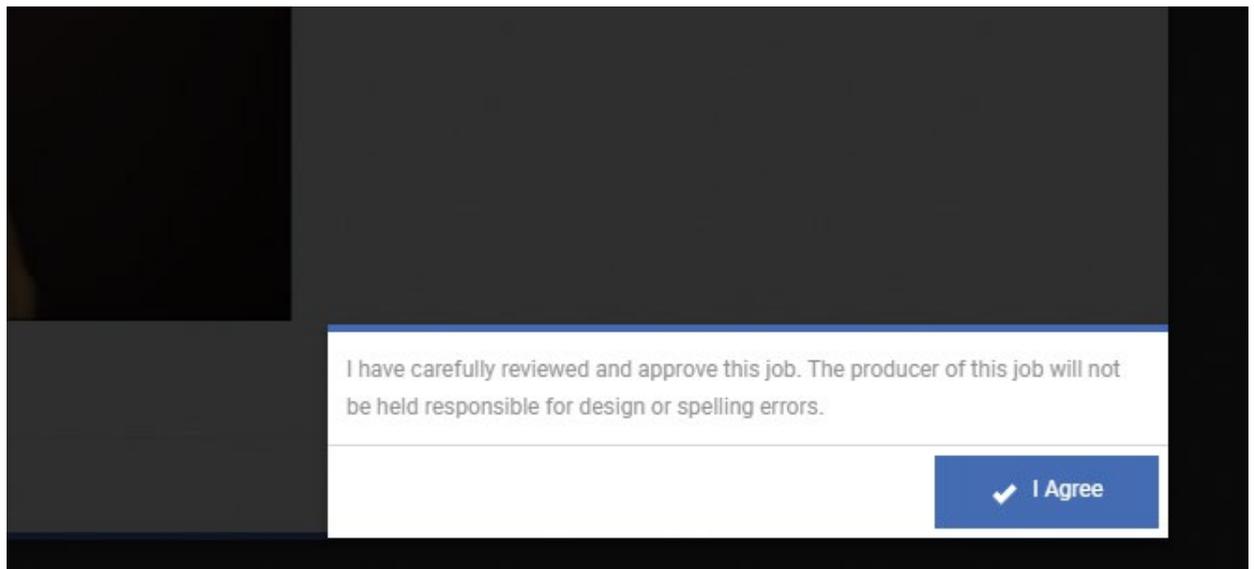

Please Note: The system is set up to recognize compatible paper with selected color option and duplex option. E.g., if you select B&W, single sided option you will only be able to select compatible paper and size media for that option. All incompatible options will be grayed out.
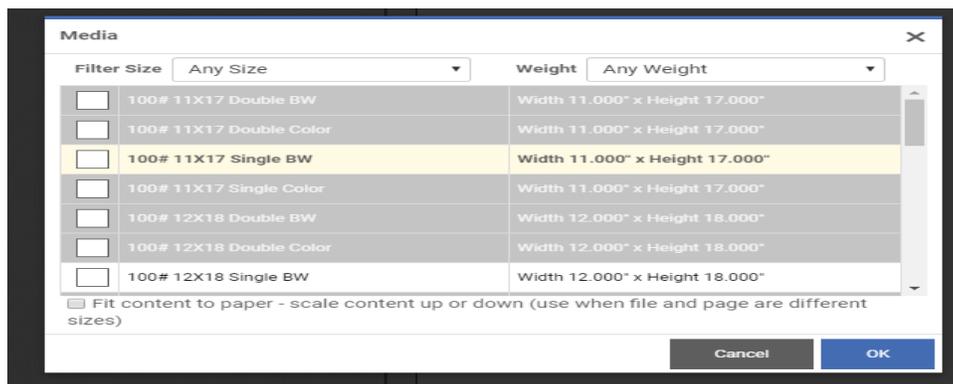
5. You will find your quote on the lower left hand side of the screen. You will need to save your job. You may click on Add to Cart but please keep in mind that you cannot fully check out until a PO is submitted.
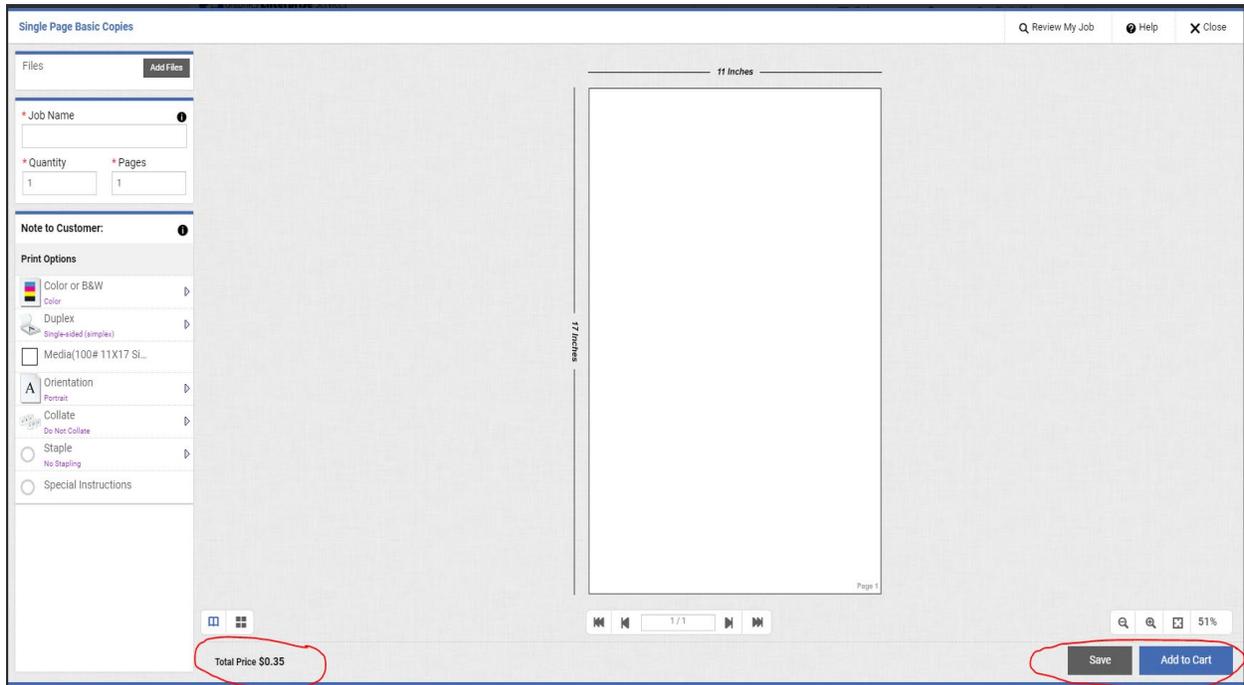
6. You will need to acknowledge that you approve the job before you can check out. **Please Note**: Upon approval the job will print as seen in preview and you will be responsible for payment.

7. You will find your cart in the upper right hand corner. Click on Proceed to Checkout.

8. You will have the option of choosing your job to be delivered via APS Mail Center or you may pick up your order at GES. From there click on Proceed to Payment.

9. Enter your PO number before proceeding to Place my Order.

10. You will receive an Order Confirmation.