



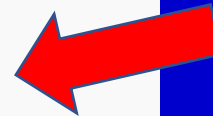
Duplicating Website:  
*duplicating.yosemite.edu*

**SIGN ON**

**Sign On**

[Recover Your Password or Username.](#)

[Get information about setting up your account.](#)



Use full email address  
and password to log in

# DUPLICATING CENTER



Orders Manage Files

REJECTIONS [ 4 ] CART [ 0 ]

### Search for Items

Entire Catalog

Search Text

Search

### User Tools

[Getting Started](#)

[View Order History](#)

[Manage Uploaded Files](#)

[Reorder Uploaded Files](#)

[Manage Account](#)

### Basic Copies, Handouts, and Tests



Drag files here or [click to browse](#)

### Business Cards and Stationary



### Posters, Banners, and Specialty Orders



Drag files here or [click to browse](#)

### Design and Marketing Services



### Frequently Ordered Documents



### My Archived Files



### Turnaround Time

Standard turnaround time at Duplicating is two days after receipt of order. Please allow more time for specialty jobs, booklets, and stationary. Jobs are printed in the order received. Please plan accordingly.

#### Contact Us

duplicating@mjc.edu  
(209)575-7749

#### Location

West Campus  
Ansel Adams Hall  
Room 105

#### Hours

Regular: Monday-Friday  
7:30am to 5:00pm  
Summer: Monday-Thursday  
7:00am to 5:30pm

Click on  
*My Account*



# DUPLICATING CENTER



Orders Manage

REJECTIONS [ 4 ]

CART [ 0 ]

Click on *Modify*

## My Account



Email Options

Print Options

Manage Contacts

My Workgroups

### My Contact Information

**Modify**

Or select from this contact list

**Personal**

#### Address

Julie Styles  
Events/Facilities and Duplicating Technician  
Morris/Ansel Adams  
Modest Junior College  
Events/Facilities and Duplicating  
California  
United States

#### Phone / Email

stylesj@yosemite.edu  
(209) 575-6876 (Work #)  
(209) 402-8587 (Mobile #)

User ID stylesj@yosemite.edu (Modesto Junior College)

Preferred Site

### Default Shipping Information

**Modify**

Or select from this contact list

**Personal**

#### Address

Julie Styles  
Events/Facilities and Duplicating Technician  
Morris/Ansel Adams  
Events/Facilities and Duplicating

#### Phone / Email


stylesj@yosemite.edu  
(209) 575-6876 (Work #)  
(209) 402-8587 (Mobile #)

Method

East Mailroom- Morris Memorial ▼

Roles >> Ordering Proxy Home | My Account | Help | Logout  
Modesto Junior College Fast, reliable service at your fingertips!

# DUPLICATING CENTER



Orders Manage Files CART [0]

## My Contact Information

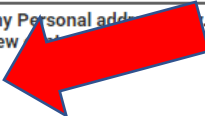
Make desired changes to your personal contact information. The Print Center may use this information to contact you about your order if necessary. Fields with an \* are required at all times, fields with an + are required to submit an order.

Address	Phone / Email
First name* Julie	Email* stylesj@yosemite.edu
Middle name	Work #* (209) 575-6876
Last name* Styles	Mobile #
Job title* Events/Facilities and Duplicating Tech	
Location	
Company	
Department* Events/Facilities and Duplicating	
Street 1	
Street 2	
Street 3	
City	
State California	
Zip	
Country United States	

Actions:

Apply changes to my default addresses that use this information: Personal, Billing, Shipping  Apply changes to my Personal address only. This will create a new Personal Contacts list.

Cancel Save



Fill in your information

\* Required Fields

and click on *Save*

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

---

**Address**  
Julie Styles  
Events/Facilities and Duplicating Technician  
Morris/Ansel Adams  
Events/Facilities and Duplicating

**Phone / Email**  
stylesj@mjc.edu  
(209) 575-6876 (Work #)

**Method** East Mailroom- Morris Memorial ▾

---

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

---

**Address**  
Julie Styles  
Events/Facilities and Duplicating Technician  
Morris/Ansel Adams  
Modesto Junior College  
Events/Facilities and Duplicating  
435 College Ave  
Modesto, California 95350  
United States

**Phone / Email**  
stylesj@mjc.edu  
(209) 575-6876 (Work #)

[Top](#)

**Email Options**

<input checked="" type="checkbox"/> <b>Order Completed</b> <small>Receive an email when your order has been completed.</small>	<input type="checkbox"/> <b>Shipment Notification to Recipients</b> <small>Send an email to the recipient of the shipment when shipped.</small>
<input type="checkbox"/> <b>Shipment Notification</b> <small>Send an email to the order owner of the shipment when shipped.</small>	<input type="checkbox"/> <b>Order Completed To Billing</b> <small>Send an email to the designated Bill-to individual from your order when completed.</small>
<input type="checkbox"/> <b>Item Expiration</b> <small>Receive an email when your documents expire.</small>	<input checked="" type="checkbox"/> <b>Order Receipt</b> <small>Receive an email when your order has been submitted.</small>

[Top](#)

**Print Options**

**Summary** [Print](#) [Binding](#) [Folding & Punching](#) [Covers](#) [Other](#)

Print: B/W, 2-Sided, None, Scale Down Only  
Binding: Staple / Single Portrait

[Top](#)

[Save](#)

Choose  
Default Shipping  
**Method**  
from drop down menu

Select  
**Email Options**

\*Optional-set your own  
Default **Print Options**  
(contact Duplicating for  
assistance)

Click on **Save** when finished

Modesto Junior College

Fast, reliable service at your fingertips!

# DUPLICATING CENTER



Orders Manage Files

CART [0]

## My Account

Email Options Print Options Manage Contacts My Workgroups

### My Contact Information [Modify](#)

Or select from this contact list [Personal](#)

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Events/Facilities and Duplicating  
California  
United States

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(209) 575-6876 (Work #)

User ID stylesj@yosemite.edu (Modesto Junior College)

Preferred Site

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Or select from this contact list [Personal](#)

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Method East Mailroom- Morris Memorial

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United States

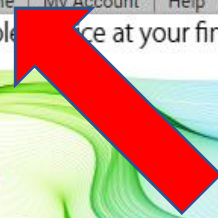
#### Phone / Email

stylesj@mjc.edu  
(209) 575-6876 (Work #)

Congratulations!  
Your account has  
been created

To begin the  
ordering process

Click on *Home*



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Place order here

See  
*Duplicating Order Process*  
Power Point  
for instructions