



ONLINE ORDERING RED CLAY PRINTSHOP

WHERE?



LOCATE THE ONLINE
PORTAL

• Navigate to RCCSD intranet

• Choose:

• "I WANT TO: Get Something
Printed"

LOG IN

rcprint.redclay.k12.de.us



• Use your Red Clay

• username and password to

• access the site

• (the same as email)

CREATE



Choose a pre-designed
template

• Upload your own document

• file and customize printing
options

EDIT



Access edit options
from the checkout cart

• Edit options include:

• black & white or color prints

• double sided

• booklet format

• paper size/color

PRINT

When finished preview & submit
jobs for printing

Remember to choose your
operating unit & ship to
location

• For rush or special requests
email Jack Bonis and include
work order #



You did it! Congratulations!