User Types and Campus Life Approvals

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Account Information

USER TYPE: Faculty/Staff ▼

- Faculty/Staff
- External Customers
- Projects
- Rider Student Organization
- Student
- WCC Student Organization

First Name:

Last Name:

Email:

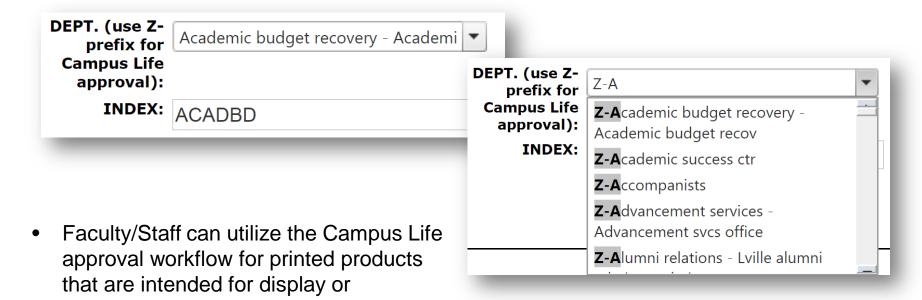- There currently six different USER TYPEs in the print submission tool. Each has relevance to billing and approval process within RIDER and WCC.
  - **Rider Student Organization** orders will automatically get routed to Campus Life for approval.
  - **WCC Student Organization orders** will automatically get routed to the Associate Dean of Students.
  - **Projects** related orders (which will use project specific indexes for billing will go to Facilities for approval.
  - **Students and External Customers** will not automatically route to approval but will be held accountable to follow the Campus Life guidelines found in the "acknowledgements" section of the order.

Faculty and Staff CL Approvals

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DEPT. (use Z-prefix for Campus Life approval): Academic budget recovery - Academi ▼

INDEX: ACADBD

DEPT. (use Z-prefix for Campus Life approval): Z-A ▼

INDEX:
- **Z-A**cademic budget recovery - Academic budget recov
- **Z-A**cademic success ctr
- **Z-A**ccompanists
- **Z-A**dvancement services - Advancement svcs office
- **Z-A**lumni relations - Lville alumni

- Faculty/Staff can utilize the Campus Life approval workflow for printed products that are intended for display or distribution about the campus.
- In order to trigger this workflow, you must find your DEPT name with the Z- prefix included.
- Select the DEPT in the dropdown. You cannot enter your INDEX as open text if you plan to utilize this process.

User Types and payment

Account Information

USER TYPE: Faculty/Staff ▼

| Faculty/Staff |
| External Customers |
| Projects |
| Rider Student Organization |
| Student |
| WCC Student Organization |

First Name:

Last Name:

Email:

- **Faculty/Staff** will bill back by DEPT INDEX.
- **Projects** will bill back by PROJECT INDEX (open text field).
- **Student Organizations**, will pay by cash, check request from organization, or CCard which will be settled at the point of sale in the Print and Mail Center.
- **Student and External Customers** will pay by cash or CCard at the point of sale in the Print and Mail Center.

Changing your Dept or User Type

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- If you need to edit your USER TYPE, click on your ACCOUNT in the margin.
  - example- faculty purchasing a personal print job or ordering on behalf of a Student Org.
- Adjusting you DEPT can be done by searching the available DEPT names in the drop down.
- If you don't need to change the USER TYPE, you can change your DEPT in the job ticket as long as it's associated with the USER TYPE.
- You can limit the search criteria by beginning to type the name of your department.
- INDEX will auto populate in relation to the DEPT name.