

Create New Account

Rider University

Email:
Email is required to login into the document services area.

Password:
Password is required to login into the document services area.

[Forgot Password](#)

If you do not have an account for Rider University, simply click on the link below and register.
[Create New Account](#)

[Privacy Policy](#)

- Go to: [Rider Printing Web Submission](#)
- Select “Create New Account”

Create New Account

- The “USER TYPE” and “DEPT” you select at registration will be your default setting.
 - **Job level DEPT Changes:** If you order print work under multiple index codes, you will have the opportunity to make those adjustments within your print job ticket.
 - **Changing your default settings:** If you need to make changes to your default setting after registration, you can do so in your account profile.
 - **Multiple accounts:** If you represent multiple “user types” (External Customer, Student, Faculty) and rather not have to adjust your profile, you may also have multiple accounts.

The screenshot shows a registration form titled "Rider University". The form contains the following fields and options:

- USER TYPE:** A dropdown menu with "Faculty/Staff" selected.
- First Name:** A text input field.
- Last Name:** A text input field.
- Email:** A text input field.
- Password:** A text input field.
- Confirm Password:** A text input field.
- Address:** A text input field.
- Address Addl.:** A text input field.
- City:** A text input field.
- State:** A dropdown menu with "New Jersey" selected.
- Zip:** A text input field.
- Phone 1:** A text input field.
- Phone 2:** A text input field.
- DEPT. (use Z-prefix for Campus Life approval):** A dropdown menu with "Athletics - Mens soccer - Tournament" selected.
- INDEX:** A text input field containing "TOUMSO".

At the bottom right of the form, there are two buttons: "Save" and "Exit".

User Types at registration

- USER TYPE are as follows:
 - **Faculty/Staff:** which will enable you to use your department “index” for charge backs
 - **Student Organization:** By default will require Campus Life approval. Cash/Check/CCard only.
 - **Students:** Cash/Check/CCard only
 - **External Customer:** designed for personal print work, Cash/Check/CCard only

Account Information

USER TYPE: Faculty/Staff ▼

First Name:

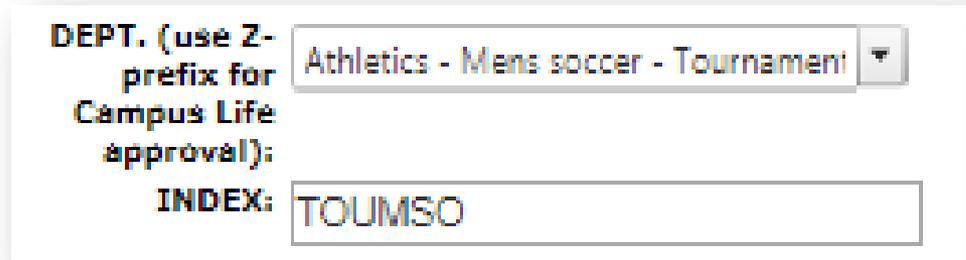
Last Name:

Email:

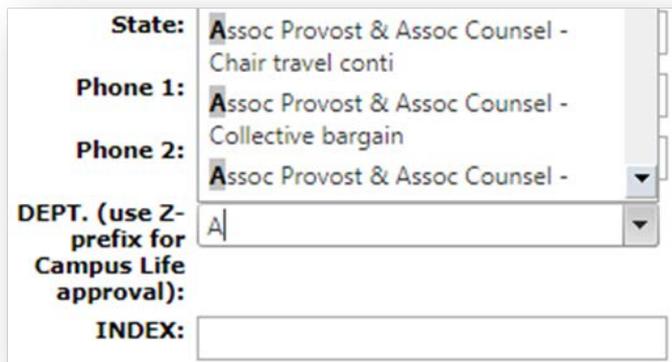
- Faculty/Staff
- External Customers
- Projects
- Rider Student Organization
- Student
- WCC Student Organization

DEPT selection during registration

- INDEX will prepopulate based on DEPT selected



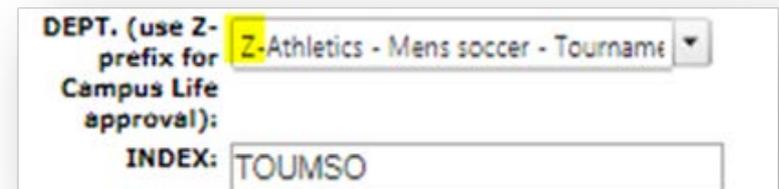
DEPT. (use Z-prefix for Campus Life approval): Athletics - Mens soccer - Tournament
INDEX: TOUMSO



State: Assoc Provost & Assoc Counsel - Chair travel conti
Phone 1: Assoc Provost & Assoc Counsel - Collective bargain
Phone 2: Assoc Provost & Assoc Counsel -
DEPT. (use Z-prefix for Campus Life approval): A
INDEX:

- If you begin typing in the DEPT field this will narrow your dropdown selections.

- Do not use the Z-prefix during registration unless you expect most of your work to require Campus Life approval.
- You will have the opportunity to use this option in your print job request form. See the guide on “Account Profile and User Types” for more information on this.



DEPT. (use Z-prefix for Campus Life approval): Z-Athletics - Mens soccer - Tournament
INDEX: TOUMSO