**Quick Guide**

**YPPS Online Ordering Home Page & Login**

Yale Printing & Publishing Services (YPPS) has created a new online ordering system to support the Yale community. The versatile self-service system allows for more control of print orders and provides greater order accuracy.

**System Requirements**
The following are required in order for YPPS Online Ordering Tool to operate effectively:
- Any Windows or Mac Operating System.
- Most up-to-date web browsers excluding Google Chrome.

**How to login to the YPPS Online Ordering Tool**
When you need to use the online ordering tool, simply:
1. Launch a browser.
2. Go to the YPPS website ([http://ypps.yale.edu/](http://ypps.yale.edu/)).
3. Choose “YPPS Work Order” from the top left navigation pane to reveal the drop down menu.
4. In the drop down menu **Click** “Current work order system” as your choice.
5. Log into the system using your Yale **NetID** and **password**.
6. If you will be using a PTAEO to process payment of your order, select an **ORG** from the drop-down list of options available or use the text box provided to add a new **ORG** to your list, otherwise select **walkin-ADMPPS Walk-in Customer** to use a different form of payment.
7. Then [click] **Login**. The YPPS Online Ordering System welcome screen will appear.

**YPPS Online Ordering Home Page**

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**Need Assistance?**

If you cannot log into YPPS Online Ordering System or have questions and issues about specific system functions:
- Email: yppssupport@yale.edu
- Call the YPPS Customer Service help desk at 203.432.6560.
- Contact your YPPS Customer Service Representative.

System training materials can be also found on the YPPS website: [ypps.yale.edu/workorder-training](http://ypps.yale.edu/workorder-training)