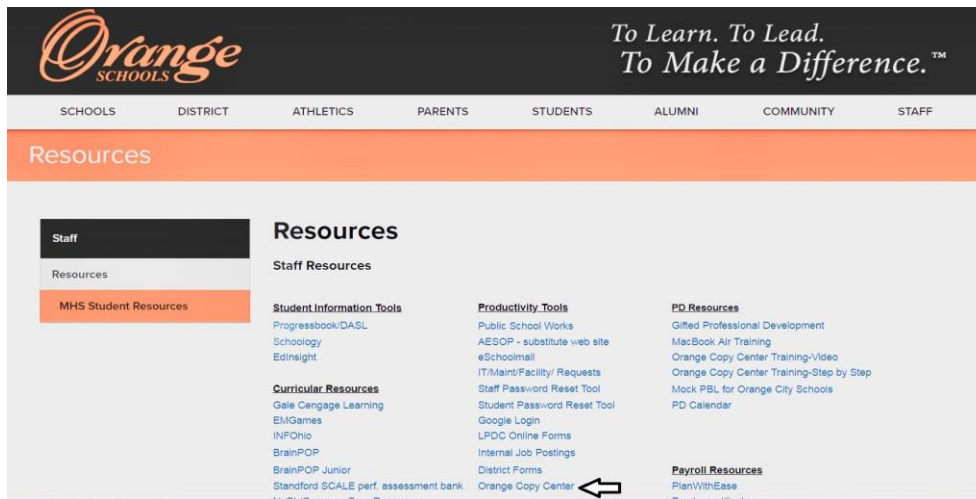




Orange City School District

Online Ordering for the Orange Copy Center

- Access the Orange Copy Center Digital StoreFront through the Intranet



- Click Login in the upper right corner (NOTE: If this is your first time logging in, you must register first. Please see PAGE 4 for REGISTRATION INSTRUCTIONS)
- Login to the site

- Select the type of product you would like to create and click “Buy Now”
- Click “Add Files” in the upper left and then click “Upload Files” to choose your file (NOTE: You can upload files from Google Drive but they must be in PDF format first)

- Click “Upload”
- Click “Done”
- Type your Order Quantity, Job Name, and make selections as needed to created your job.

Copies Review My Job Help Close

Files Add Files

leave.pdf

*** Job Name**

Orange School Leave Form

*** Quantity** *** Pages**

50 1

Print Request

Paper

☐ Media(Copy Paper, W...

☐ Front Cover
No Front Cover

☐ Back Cover
No Back Cover

Printing Options

☐ Color or B&W
B&W

☐ Duplex
Single-sided (simplex)

☐ Orientation
Portrait

☐ Collate
Collate into Sets

Final Width and Height

11 Inches

LEAVE FORM FOR ORANGE PROFESSIONAL STAFF

EMPLOYEE'S NAME _____ DATE _____

BUILDING ASSIGNMENT ☐ BMS ☐ CO ☐ MAINT ☐ MHS ☐ OHS ☐ PPLC ☐ TRANS ☐ GUND

Substitute Needed? ☐ Yes ☐ No

DATE(S) OF LEAVE _____ TOTAL # OF DAYS _____

TYPE OF LEAVE REQUESTED:

☐ Sick ☐ Personal ☐ Association ☐ Professional ☐ Jury Duty ☐ Vacation ☐ Funeral

SICK LEAVE

I. Sick Leave: The use of sick leave is in agreement with the Ohio Revised Code 3319.141 and involves one of the following reasons: personal illness or injury, or illness or injury in immediate family.

PERSONAL LEAVE

II. Personal Leave is not automatic, it is intended to serve personnel at Orange by providing for three (3) days, with no loss of pay when the unit member is absent for reasons covered in the Contract Agreement. Whenever possible, a request should originate at least one week prior to the absence, through the supervisor or principal. In emergency situations, the immediate supervisor or principal shall be notified and this form filed upon return to duty.

ASSOCIATION LEAVE

III. Association Leave:

PROFESSIONAL LEAVE

IV. Professional Leave: Requires Travel Authorization Form only if travel or expense is involved.

JURY DUTY

V. Jury Duty: Attach copy of jury duty notification.

VACATION LEAVE

VI. Vacation Leave:

BEREAVEMENT/FUNERAL LEAVE

VII. Funeral Leave: For OTA, refer to Article VIII, section A, #2 for CESSA, refer to Article VI, section I; for OAPSE, refer to Article XI, Section H. Immediate family shall be defined as: spouse, children, parents, grandparents, siblings, parents-in-law or other relative residing in the household.

I certify that this Leave Request is in conformity with the Contract Agreement.


Signature of Unit Member: _____ Days Approved _____ Disapproved _____

Unit Price \$0.05 Total Price \$2.70

Save Add to Cart

- Click “Add to Cart”(NOTE: Unit Price and Total Price only reflect the cost incurred to the district for this job. You will NOT be charged back)
- Read the message and click “I Agree”
- Click “Proceed to Checkout”


[Home](#) [Administration](#) Help Contact Us

 Category Marcy Fekete Cart (1)

CART

Due Date **FRI January 8 2016 10:00**

Selected Print Shop **Orange Copy Center**

Products	Quantity	Unit Price	Total
 Orange School Leave Form Item Name: Copies	50	\$0.05	\$2.70

[Save for later](#)
[Remove](#)

Subtotal: \$2.70
Taxes: \$0.00
Total: \$2.70

Proceed to checkout to view final order total, including taxes, fees, shipping.

[CONTINUE SHOPPING](#) [CLEAR CART](#) [PROCEED TO CHECKOUT](#)

[EFI PrintMessenger](#) [English \(United States\)](#)

- Choose either Interoffice Mail or Customer Pick Up for your shipment and specify any special delivery instructions

* Company:

Central Office

* Email:

mfekete@orangesd.org

Delivery Instructions

Please deliver this job to me at the HIGH SCHOOL

☐ Save to My Address Book

Save Cancel

- Click "Save" and then "Proceed to Payment"
- Click "Place My Order"

Home Administration Help Contact Us

Orange

Marcy Fekete

Shipping Payment Finish

How would you like to pay?

PAYMENT METHOD

Please select a payment type.

☒ NO PAYMENT REQUIRED ☐ PO Number

NO PAYMENT REQUIRED

Thank You!
You will receive an email confirmation shortly.

Products

Orange School Leave Form

Qty	Unit Price	Total
50	\$0.05	\$2.70

Subtotal: \$2.70

Fee: \$0.00

Shipping: \$0.00

Taxes: \$0.00

Total: \$2.70

← CONTINUE SHOPPING PLACE MY ORDER →

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REGISTRATION INSTRUCTIONS:

- Visit the dedicated portal for your school below (this ensures your account is registered to the appropriate building which is also referred to as “COMPANY” on the site)

Moreland: <http://mhs.myprintdesk.net/DSF>

Brady: <http://bms.myprintdesk.net/DSF>

High School: <http://ohs.myprintdesk.net/DSF>

OIP: <http://oip.myprintdesk.net/DSF>

Central Office: <http://co.myprintdesk.net/DSF>

OCER: <http://ocer.myprintdesk.net/DSF>

- On the LOGIN screen, click Register at the bottom (next to New User?)

Login ×

User Name

Password


☐ Remember User Name

Login [Forgot Your Password?](#)

New User? [Register](#)

- Fill out all Contact Information required. (Company should already be filled out with proper building). Use school EMAIL address

[Home](#) [Help](#)

 Category Login

CREATE AN ACCOUNT

Contact Information
* First Name

* Last Name

* Building

Phone Number 1

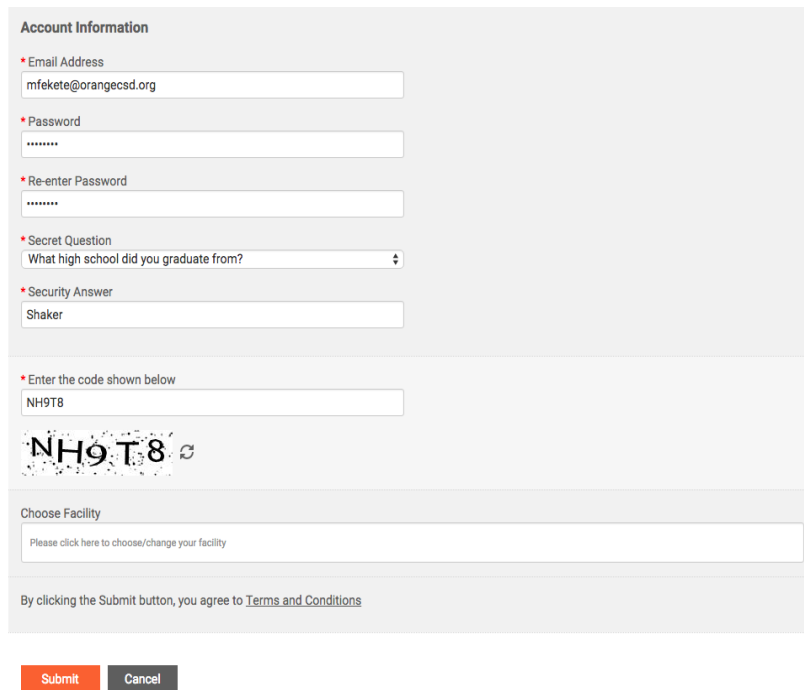
Extension

* Company

Department

* Email

- Account Information establishes your LOGIN credentials for the site. Use school email address and create a password



The screenshot shows a web form titled "Account Information". It contains several input fields and a dropdown menu, all marked with a red asterisk to indicate they are required. The fields are: "Email Address" (containing "mfekete@orangesd.org"), "Password" (masked with dots), "Re-enter Password" (masked with dots), "Secret Question" (a dropdown menu showing "What high school did you graduate from?"), and "Security Answer" (containing "Shaker"). Below these is a CAPTCHA section with the text "Enter the code shown below" and a box containing the code "NH9T8". Underneath the CAPTCHA is a "Choose Facility" section with a link that says "Please click here to choose/change your facility". At the bottom of the form, there is a line of text: "By clicking the Submit button, you agree to [Terms and Conditions](#)". Below the form, there are two buttons: "Submit" (orange) and "Cancel" (gray).

Account Information

* Email Address
mfekete@orangesd.org

* Password

* Re-enter Password

* Secret Question
What high school did you graduate from?

* Security Answer
Shaker

* Enter the code shown below
NH9T8

NH9T8

Choose Facility
Please click here to choose/change your facility

By clicking the Submit button, you agree to [Terms and Conditions](#)

Submit Cancel

- Under Choose Facility there is only 1 option available (Orange Copy Center). Make sure you select this
- Click "Submit"