

# How to change your default budget code in PRINT SHOP

<https://www.hayscisd.net>

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Hays Consolidated Independent School District  
Changing Lives One Student at a Time

District Home Select a School User Options

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**Staff Resources**

- Staff Resources Home
- Content Resources
- District Procedures
- Finance Forms & Publications

**Printshop**

Please note: the Printshop online ordering system is only available from within the Hays CISD network.

[Click here to place a Printshop order online.](#)

**Login**  
If you already have a Print Shop account, please log in below.

If you do not yet have a Print Shop account, ENTER below to register using your same login and password when you login to your network computer.

Domain: LDAP Account

User ID: [ ]

Password: [ ]

[Forgot your password?](#)

**Log In**

**PRINT your job to the online system from your native software (Word, Excel, Power Point, etc). Print to the Hays CISD Print Shop print driver. It will take you right to the ordering system.**

Click on **My Account**

Roles Ordering Home My Account Help Logout

**Hays CISD Print Shop**  
for all your digital printing needs...

Orders Manage Files CART [ 0 ]

**PRINTING MADE EASY**  
Ordering from Print Shop Services has never been easier. Upload a File from your desktop, search for personal items in **My Files** or search the **Catalog**

**Upload A File**  
Select a file from your desktop.  
pdf, gif, jpeg, png, jpg

**Search Catalog**  
Search catalog by description for items to order.

**My Files**  
Search your personal file cabinet for items to order.

**Special Orders**  
Order custom prints from a hardcopy, CD-ROM, etc.

From here you should verify

- CAMPUS is correct (several have switched this year)
- Campus phone and extension is correct
- Cell phone (in case they need to contact you at night or weekend to get the job done!)
- Default Account Code: 199-11-6299-QC-\_\_\_-11-1 (fill in blank with your campus code) & use dashes!

Click the MODIFY button in each section to make changes

SAVE

If you have any questions during this process please contact the help desk.