Print and Document Services Webdesk

Registration

1. Using your internet browser, go to the Print and Document Services Webdesk at the website https://printshop.kellogg.edu.

Login Page

2. If you were a regular employee on or before October 1, 2013 you are pre-registered in the system. Use your Kellogg Community College username and password to log in and update your profile information. Note: some adjuncts may have been pre-registered.

3. If you are an adjunct or a regular employee added after October 1, 2013 please select REGISTER. Use your Kellogg Community College username and password to log in.

4. Fill in the registration form completely. For your “site address”, use your building, floor and room number (i.e., LT 1st Floor Room 105A).

5. After you submit your registration, you will receive a confirmation email. Once your registration has been processed (allow one business day), you will be notified by email and you can begin using the system.