

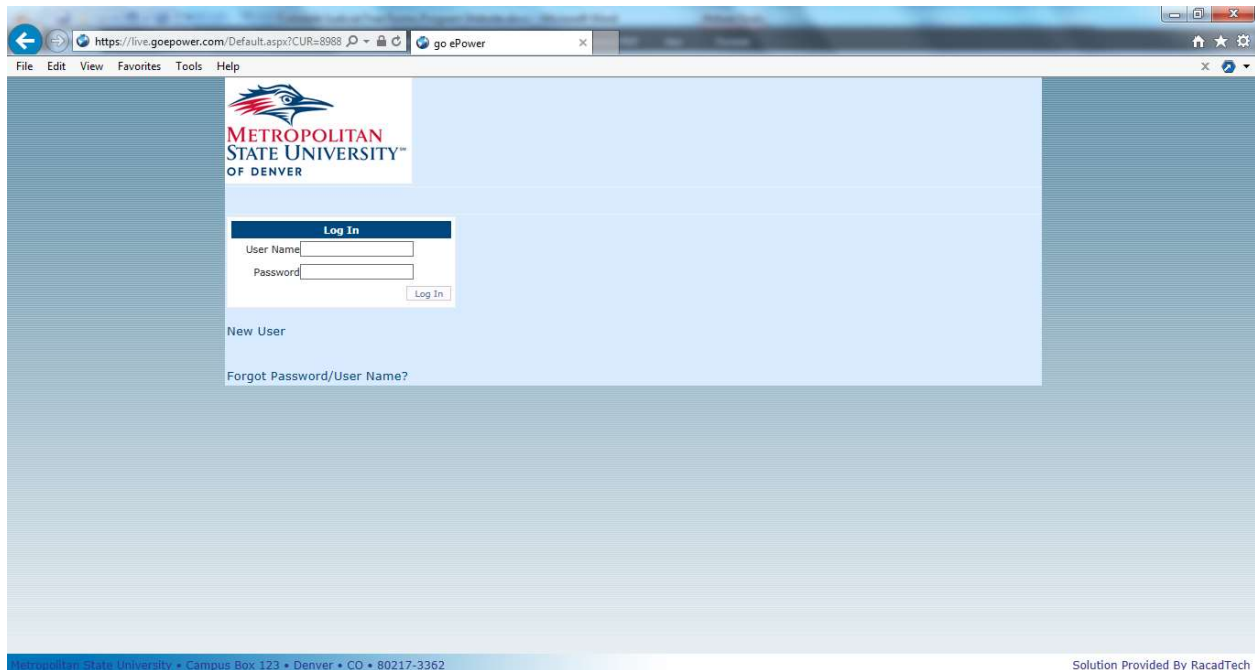
# Metropolitan State University of Denver

## Corporate Identity

### Website Ordering Instructions

Logging in for the first time:

Access the MSU Denver website at <https://live.goepower.com/>

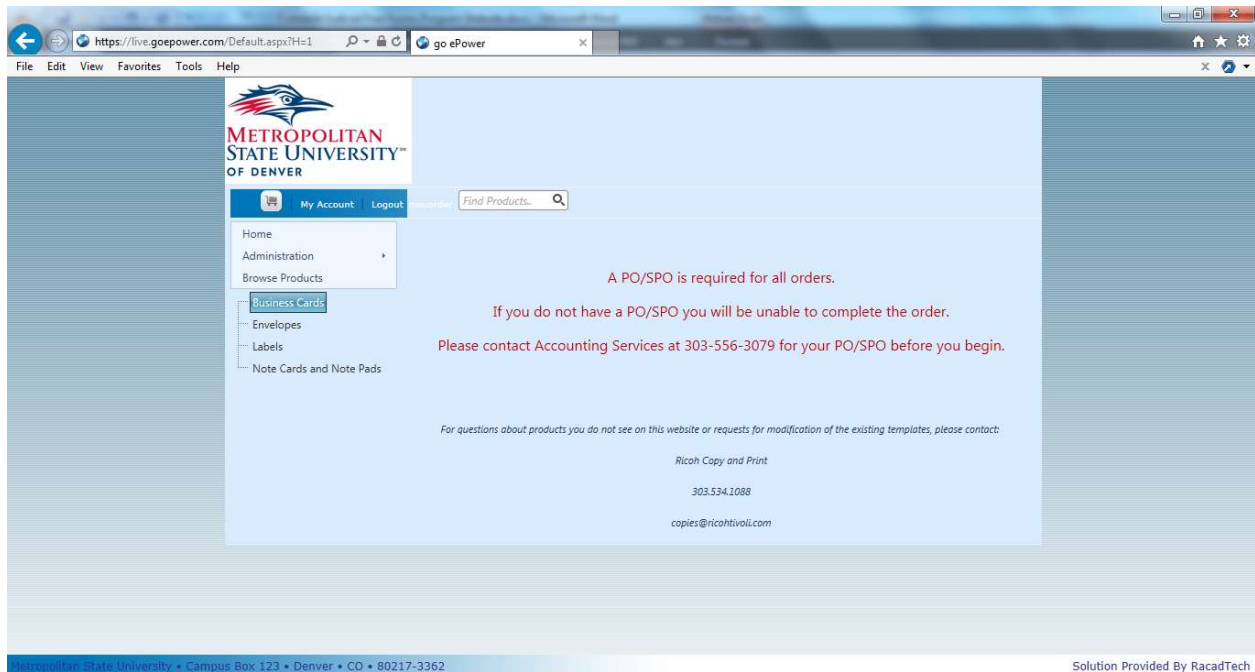


Log in using the direct link or the user name and password provided on the Brand Central Corporate Identity instruction page.

User Name: MSUDENVER

Password: order

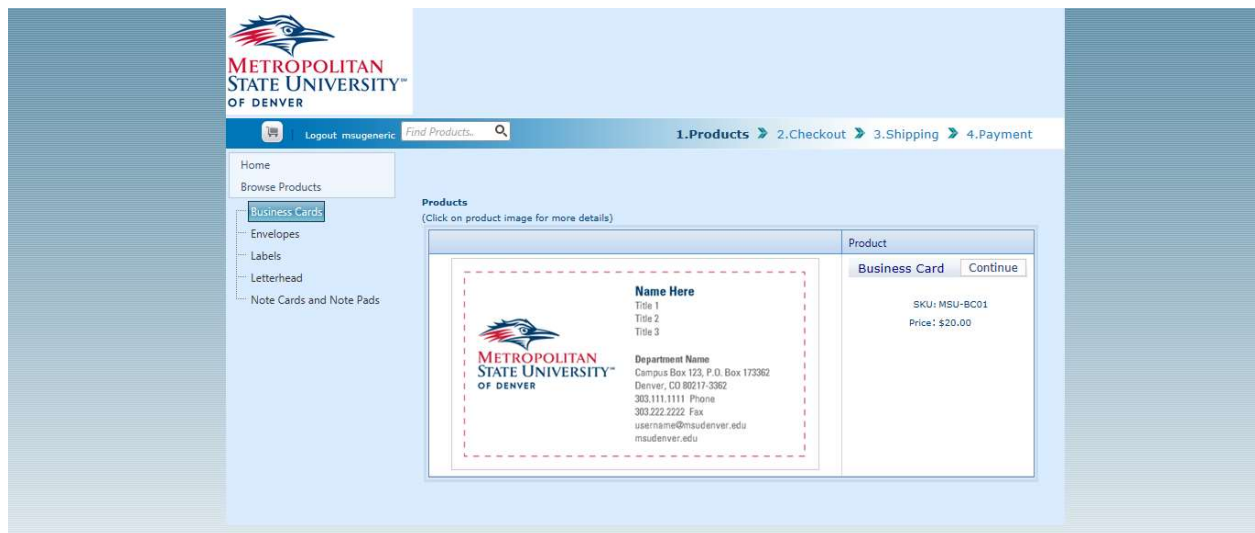
<http://live.goepower.com/default.aspx?Generic=1&CUR=8988b436-eb12-4850-b988-54bc63730b6f>



From the main page, you may access all available corporate identity items.

## Placing an order:

Locating the product using the menu on the left.



Select the product you wish to order, information regarding the product is available on this screen.  
Complete the required variable data fields.

The screenshot shows a web browser window with the URL <https://live.goepower.com/C>. The page has a menu bar with File, Edit, View, Favorites, Tools, and Help. The main content area is titled "Reset Fields" and contains a form with the following fields:

- Name: Name Here
- Title: Title 1
- Title2:
- Title3:
- Dept Name: Department Name
- Campus Box: 123
- Ph 1: 303-555-5555 (Phone dropdown)
- Ph 2: 303-555-5555 (Fax dropdown)
- Email: username@msudenver.edu
- Website: msudenver.edu

A "Preview" button is located below the form. To the right of the form is a preview of the business card, which includes the Metropolitan State University of Denver logo and contact information: Campus Box 123, P.O. Box 173362, Denver, CO 80217-3362, 303.111.1111 Phone, 303.222.2222 Fax, username@msudenver.edu, msudenver.edu. A footer message states: "You must Preview before you accept the proof."

Preview the proof. Preview is required to proceed with the order. You may save the proof as a pdf from the preview screen.

The screenshot shows the same web browser window, but now a "Preview Window" is open. The window displays a preview of the business card with the Metropolitan State University of Denver logo and the following information:

- Name Here
- Title 1
- Department Name
- Campus Box 123, P.O. Box 173362
- Denver, CO 80217-3362
- 303.555.5555 Phone
- 303.555.5555 Fax
- username@msudenver.edu
- msudenver.edu

The background of the preview window is a light blue gradient with a large "PROOF" watermark. The main content area of the website is visible in the background, showing a sidebar with links: Home, Administration, Browse Products, Business Cards, Envelopes, Labels, and Note Cards and N. The "Preview" button is still visible at the bottom of the page.

You can make changes if necessary and preview the proof again. Once the proof is correct, confirm the quantity and accept the proof and add to cart. You may place other orders at this time. Once all orders are added to the cart, you may proceed to check out.

1000
\$32.00

Reset Fields

Name
Name

Title
Title

Title2

Title3

Dept
Name

Campus
Box

Ph 1
303.111.1111
None

Ph 2
303.111.1111
None

Email
msudenver.edu

Website

Preview

METROPOLITAN  
STATE UNIVERSITY™  
OF DENVER

Department Name  
Campus Box 123, P.O. Box 173362  
Denver, CO 80217-3362  
303.111.1111 Phone  
303.222.2222 Fax  
username@msudenver.edu  
msudenver.edu

You must Preview before you accept the proof.

Price: \$20.00

Quantity:
☒ 100
☐ 250
☐ 500
☐ 1000

☒ I accept the proof.

Add to Cart

Logout msugeneric
Find Products...

Home
Browse Products
Business Cards
Envelopes
Labels
Letterhead
Note Cards and Note Pads

My Shopping Cart

Product	Qty	Price
Business Card - Name	100	\$20.00
<b>Total</b>		<b>\$20.00</b>

Checkout

Business Card
MSU-BC01

Quantity	Unit Price
100	\$20.00
250	\$22.50
500	\$27.00
1000	\$32.00

Reset Fields

Name
Name

Title
Title

Title2

Title3

Dept
Name

Campus
Box

Ph 1
303.111.1111
None

Ph 2
303.111.1111
None

Email
msudenver.edu

Website

Preview

METROPOLITAN  
STATE UNIVERSITY™  
OF DENVER

Name Here
Title 1  
Title 2  
Title 3

Department Name  
Campus Box 123, P.O. Box 173362  
Denver, CO 80217-3362  
303.111.1111 Phone  
303.222.2222 Fax  
username@msudenver.edu  
msudenver.edu

## Checking out:

Select the checkout button or the shopping cart icon to review your order. From this screen you may choose to delete items in your cart, change the quantity, or deselect the checkbox to place the order without an item, but retain it in your shopping cart for a later order.

The screenshot shows the checkout page of the Metropolitan State University of Denver online store. The header includes the university logo and a navigation bar with links: Home, Browse Products, Business Cards, Envelopes, Labels, Letterhead, and Note Cards and Note Pads. The main content area displays the 'ORDER SUMMARY' for a 'Business Card - Name' (SKU: MSU-BC01) with a quantity of 100, priced at \$20.00. The total is \$20.00. Below the summary, there is a 'Please review cart before continuing' message and buttons for 'Recalculate' and 'Continue'.

Select Job	Product	SKU	Set Size	Qty(Sets)	Price
<input checked="" type="checkbox"/>	Business Card - Name	MSU-BC01	1	100	\$20.00
<b>Total</b>					<b>\$20.00</b>

Select continue to proceed to the shipping screen.

The screenshot shows the shipping address page of the Metropolitan State University of Denver online store. The header includes the university logo and a navigation bar with links: Home, Browse Products, Business Cards, Envelopes, Labels, Letterhead, and Note Cards and Note Pads. The main content area displays the 'Select Shipping Address' section with a dropdown menu showing 'Denver - Campus Box 123 - Denver - CO'. Below this is the 'Add/Modify Shipping Address' section with form fields for First Name, Last Name, Contact Name, Company Name, Address, City, Country, State, Zip, County, Phone, Extension, and Email. A 'Continue' button is located at the bottom right.

Select Shipping Address

Denver - Campus Box 123 - Denver - CO

Add/Modify Shipping Address

First Name  
Last Name  
Contact Name  
Company Name  
Address  
City  
Country  
State  
Zip  
County  
Phone  
Extension  
Email

Continue

Select continue to complete your order and receive an order confirmation number

The screenshot shows the checkout page of the Metropolitan State University of Denver online store. The page has a blue header with the university's logo and name. Below the header, there is a navigation bar with links to Home, Browse Products, Business Cards, Envelopes, Labels, Letterhead, and Note Cards and Note Pads. The main content area is divided into two columns. The left column contains the 'Order Information' section, which includes 'CUSTOMER INFO' and 'SHIPPING ADDRESS'. The right column contains a table of the order items, a 'Subtotal' and 'Total' section, and a 'Select Billing Method' section. The 'CUSTOMER INFO' section shows the address: MSUDenver, Campus Box 123, Denver, CO 80217-33. The 'SHIPPING ADDRESS' section shows the same address. The table of order items has columns for SKU, Product, Date Added, Set Size, Qty (Sets), and Total. The 'Subtotal' and 'Total' section shows a subtotal of \$20.00 and a total of \$20.00. The 'Select Billing Method' section has a radio button for 'Default' and a 'Cost Center' field. A 'Confirm and Submit' button is at the bottom.

Logout: msugeneric Find Products. 1.Products 2.Checkout 3.Shipping 4.Payment

Home  
Browse Products  
Business Cards  
Envelopes  
Labels  
Letterhead  
Note Cards and Note Pads

Order Information

CUSTOMER INFO

MSUDenver  
Campus Box 123  
Denver, CO 80217-33

SHIPPING ADDRESS

MSUDenver  
Campus Box 123  
PO Box 173362  
Denver, CO 80217-3362

Shipping Method: Default

SKU	Product	Date Added	Set Size	Qty (Sets)	Total
MSU-BC01	Business Card - Name	6/9/2016 3:30:11 PM	1	100	\$20.00
Subtotal					\$20.00
Total					\$20.00

Select Billing Method

☒ Default

Cost Center

Confirm and Submit