FedEx Office[®] Print On Demand

Quick Reference Guide: Create a New User ID

Login

- To access your ordering site, go to: https://www.office.fedex.com/ondemand/uc_student
- If you have not yet created a User ID, select Create a New User ID.
 NOTE: All users must create new login credentials to access their site. Do not use the same User ID as any other FedEx site.

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To access the latest version of t	his site, you will need to
CREATE A NEW USER ID. If you	have already created a
new User ID select LOG	IN to continue.

Create a New User ID

 Enter your information – Name, Address, Phone Number and Email. Select Enter Login Details.

and below to create your decount.	
/ have an account? <u>Log in.</u>	
Last name*	
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- 2. **Choose User ID type** (email address or create your own) and create a secure password.
- 3. Check the box to accept the standard fedex.com terms of use.
- 4. Select **Create My User ID**. Depending on your site configuration, you may be granted immediate access, or your access may need to be approved by your site administrator.
- 5. Select **Verify Email Address** on the FedEx Office Print On Demand User Verification email.

NOTE: The verification link will expire in 30 minutes.

	## This is an automated response. Please do not reply to this email. ##
Hi,	
Welcome address.	to FedEx Office, To continue setting up your account, please verify your email This link will expire in 30 minutes.
Verify Em	ail Address

6. Enter your recently created user ID and password to log in.

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Ente	r your user ID and password to l	og in
	CREATE A USER ID	
us	ER ID	
PA	ssword	
	Remember my user ID.	
	LOG IN	

 Get started by selecting an ordering option such as Upload & Print or Browse Print Products.

Troubleshooting

- After attempting to log in, if you are redirected to Print On Demand Retail (Public) home page (<u>office.fedex.com/default/</u>) or, Shipping homepage (fedex.com), follow step 1 & 2 under the Login section above. If you have already created a unique User ID for your site then you must log out and try logging in to your site again.
- 2. If you receive an error message, please clear your browser cache and try again, or contact customer support.