



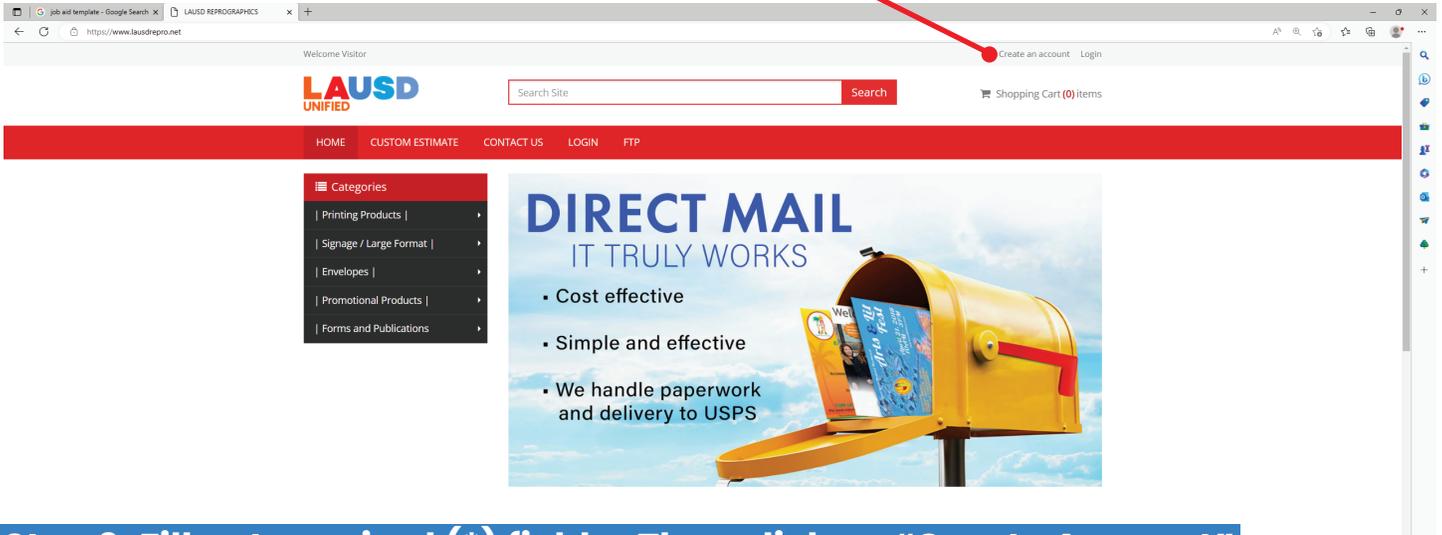
LAUSD
UNIFIED

High School Diploma Ordering Job Aid

www.lausdrepro.net

Step 1: Click "Create an account"

If you already have an account, please skip to step 3



Step 2: Fill out required (*) fields. Then click on "Create Account"

Welcome Visitor Create an account Login

LAUSD UNIFIED Search Site Search Shopping Cart (0) items

HOME CUSTOM ESTIMATE CONTACT US LOGIN FTP

Categories

- Printing Products
- Signage / Large Format
- Envelopes
- Promotional Products
- Forms and Publications

DIRECT MAIL
IT TRULY WORKS

- Cost effective
- Simple and effective
- We handle paperwork and delivery to USPS

Create an Account

Please fill out the information below and click the "Create Account" button.

General Information

First Name *
Last Name *
Email *
Username
Title

Phone
Cell Phone
Fax
Time Zones
(UTC-08:00) Pacific Time (US & Canada)
Website

Address Information

Business Name
Address 1
Address 2
Address 3
City *
Country *
United States of America
State or Province *
Postal Code

Password

Password *
Confirm Password *

At least 7 characters
 At least 1 number
 At least 1 uppercase letter
▼ (suggested) 1 symbol
▼ (suggested) 12 characters

Type the code

* indicates required fields

Create Account



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Step 3: Log In

If you forgot your password, please click "reset password"

Welcome Visitor Create an account Login

LAUSD UNIFIED Shopping Cart (0) items

HOME CUSTOM ESTIMATE CONTACT US **LOGIN** FTP

Please Enter your Email to Login

LOGIN

Email or Username

Password

[Reset password](#) [Create an account](#)

Step 4: Select Diploma Link

LAUSD UNIFIED Shopping Cart (1) items

HOME CUSTOM ESTIMATE CONTACT US **ORDER HISTORY** FTP

Categories

- Printing Products
- Signage / Large Format
- Envelopes
- Promotional Products
- Forms and Publications

DIRECT MAIL IT TRULY WORKS

- Cost effective
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Free File Check **Delivery Guarantee**
 We will check your print ready files, to ensure no mistakes have been made!
 We guarantee that if you submit us a print-ready file your order will arrive on or before the delivery date chosen on checkout.

Sort by: Default

High School Name
LAUSD
Official Diploma

free LUNCH for kids
Banners / Signs

ENROLL TODAY!
DACE Banners

DIBELS 8
DOI Items

Step 5: Download Excel Template

Please provide all student names in the required format.

Welcome Juan My Account Order History Saved Logout

LAUSD UNIFIED Shopping Cart (1) items

HOME CUSTOM ESTIMATE CONTACT US **ORDER HISTORY** FTP

All Products / Official Diploma / LAUSD Official High School Diploma

LAUSD Official High School Diploma

Please download [this template](#) and fill in the information for students.

To create a signature, have the principal visit [this website](#) on a phone or tablet and draw their signature. Download the eSignature and upload it here under "Principal Signature".

 FSY 22-23 the LAUSD Official High School Diploma is mandated to be ordered through the use of this portal. For any questions relating to the process and or concerns, please feel free to direct inquiries to juan.mata@lausd.net or call (562) 654-9052.

Quantity
1 and up

Quantity

Price **\$1.89**

File Upload
At least one upload is Required

Template Upload (Please ensure that the number of diplomas being ordered matches the number in the template upload.)

Principal Signature (Optional)

Ship To
Juan mata, Repro, 8525 Rex Rd, Pico Rivera, CA

Additional Instructions



Step 6: Enter total quantity of diplomas

Please ensure that the number of diplomas being ordered matches the number in the template upload.

Welcome juan My Account Order History Saved Logout

LAUSD UNIFIED Shopping Cart (1) items

HOME CUSTOM ESTIMATE CONTACT US ORDER HISTORY FTP

All Products / Official Diploma / LAUSD Official High School Diploma

LAUSD Official High School Diploma



Quantity: 1 and up
Quantity:
Price: **\$1.89**

File Upload
At least one upload is Required

Template Upload (Please ensure that the number of diplomas being ordered matches the number in the template upload.)

Principal Signature (Optional)

Ship To
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Step 7: Upload Excel Template with Student Names

Welcome juan My Account Order History Saved Logout

LAUSD UNIFIED Shopping Cart (1) items

HOME CUSTOM ESTIMATE CONTACT US ORDER HISTORY FTP

All Products / Official Diploma / LAUSD Official High School Diploma

LAUSD Official High School Diploma



Quantity: 1 and up
Quantity:
Price: **\$1.89**

File Upload
At least one upload is Required

Template Upload (Please ensure that the number of diplomas being ordered matches the number in the template upload.)

Principal Signature (Optional)

Ship To
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Step 8: Upload Principal's Signature

Esignature link is provide to assist with this process.

Welcome juan My Account Order History Saved Logout

LAUSD UNIFIED Shopping Cart (1) items

HOME CUSTOM ESTIMATE CONTACT US ORDER HISTORY FTP

All Products / Official Diploma / LAUSD Official High School Diploma

LAUSD Official High School Diploma



Quantity: 1 and up
Quantity:
Price: **\$1.89**

File Upload
At least one upload is Required

Template Upload (Please ensure that the number of diplomas being ordered matches the number in the template upload.)

Principal Signature (Optional)

Ship To
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Step 9: Add addition instruction (if needed) and click "Add to Cart"

Please ensure that the number of diplomas being ordered matches the number in the template upload.

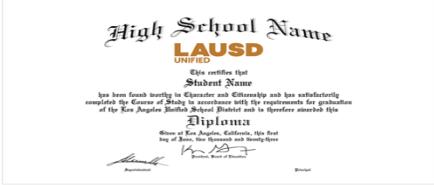
Welcome juan My Account Order History Saved Logout

LAUSD UNIFIED Shopping Cart (1) items

HOME CUSTOM ESTIMATE CONTACT US ORDER HISTORY FTP

All Products / Official Diploma / LAUSD Official High School Diploma

LAUSD Official High School Diploma



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Quantity
1 and up

Quantity
1

Price \$1.89

File Upload
At least one upload is Required

Template Upload (Please ensure that the number of diplomas being ordered matches the number in the template upload.)

Principal Signature (Optional)

Ship To

Additional Instructions

Step 10: Enter funding information and click "Complete Order"

You will receive and order number instantly.

Welcome juan My Account Order History Saved Logout

LAUSD UNIFIED Shopping Cart (1) items

HOME CUSTOM ESTIMATE CONTACT US ORDER HISTORY FTP

Checkout

Please enter the SAP funding line in the following format:
 Cost Center / Fund / Functional Area / GL must be 43000.

Payment Method ✓

Enter your funding line below

Billing Address Edit

Please Enter your Funding line for Approval *

Comments (optional)

Shipping Edit

 LAUSD Official High School Diploma \$1.89

Shipping To

juan mata
 manager Repro 8525 Rex Rd
 5626549455 Pico Rivera, CA US 90660
 juan.mata@lausd.net

Subtotal	\$1.89
Shipping	\$0.00
Total Before Tax	\$1.89
Tax	\$0.00
Total	\$1.89