

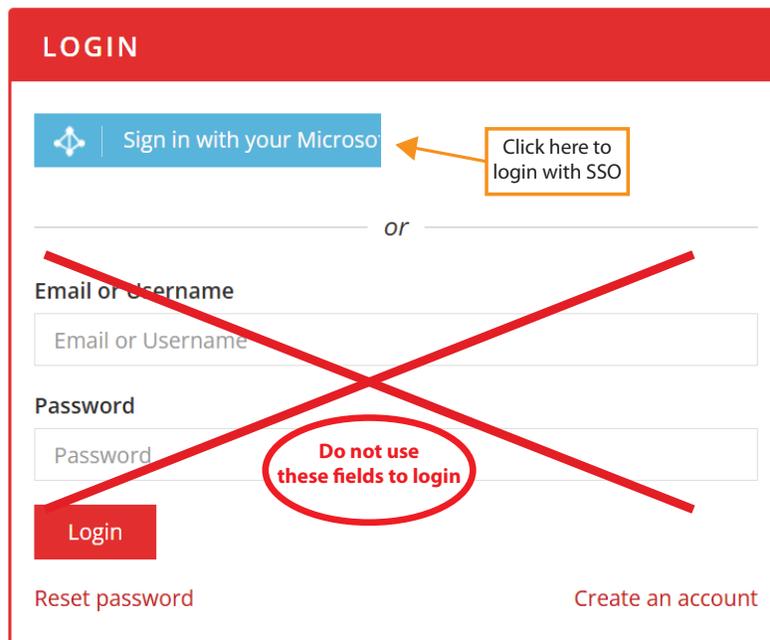
JOB AID FOR DIPLOMA ORDERING

www.lausdrepro.net

Logging in

You will need to be logged in to the portal using an official email address and SSO from LAUSD. Please contact support here if you have any issues.

- 1. Click blue button login with SSO:** Please do not enter any information on the fields below the blue button.

A screenshot of the LAUSD login page. The page has a red header with the word 'LOGIN' in white. Below the header, there is a blue button that says 'Sign in with your Microsoft'. An arrow points from a yellow box containing the text 'Click here to login with SSO' to this button. Below the button is a horizontal line with the word 'or' in the center. Underneath are two input fields: 'Email or Username' and 'Password'. A large red 'X' is drawn over these two fields. A red oval is drawn around the text 'Do not use these fields to login' which is placed over the password field. At the bottom left is a red 'Login' button. At the bottom right are the links 'Reset password' and 'Create an account'.

Gather necessary files

After logging in you can find the diplomas available here. Please note that you will need 2 files before entering the diploma order.

- 1. Data/Excel File:** Download the template from this link. Once you download, please fill in the required fields and save as .csv. The required fields are:
 - School Name
 - Program Name (If Applicable)
 - Student Name - Type name exactly as you would like it to appear on the diploma in one field.
- Do not use commas or any other characters on this field unless they are part of the name and required to be on diploma.
 - Day
 - Month
 - Year
- 2. Signature File:** Create your own and save it as a **.png or .jpeg**. Or you can use this app to draw your signature and download it by clicking "Download eSignature".
(IMPORTANT: You do not need to pay to use this site / Do not enter any payment information).

Ready to enter

After gathering the 2 required files, you can proceed to enter and order the diplomas.

- 1. Enter order quantity:** In the quantity box, the number you enter must match the number of rows in the data file. Make sure these match.
 - **IMPORTANT:** To order blank diplomas, the data file must include rows with the school and date completed and the student's name blank.
- 2. Click on "Customize Order" button.**

HOME CUSTOM ESTIMATE CONTACT US ORDER HISTORY FTP

All Products / Official Diploma / Official Diploma

Official Diploma

Part Number: 111

Quantity
0 and up

Quantity
1 ← This number must match the number of rows in your data file

Price **\$1.89**

Ship To
Test User, Los Angeles Unified School District, 333 S. Beaudry...

Additional Instructions

Customize Order

Key steps to prepare your diploma order:

1. Create and download your signature on [this website](#).
2. Have your data file ready. Download a sample file at [this link](#).
3. In the quantity box above, enter the number of diplomas you are ordering. This must match the number of rows in your data file from step 2.

Now you can click the "Customize Order" button. On

Upload files

- 1. Click the Variable data "Select" button:** Upload your data/excel file.
- 2. Click on "Add Image" button:** Upload the signature image file.
- 3. Click on "Update Preview" button:** This will take you to the data assigning page.

HOME CUSTOM ESTIMATE CONTACT US ORDER HISTORY FTP

Full Screen

Preview Size
Large

Cancel Save for Later **Update Preview**

Enter information for all required fields

Variable Data *
Select

Signature
Add Image

Upload data file here

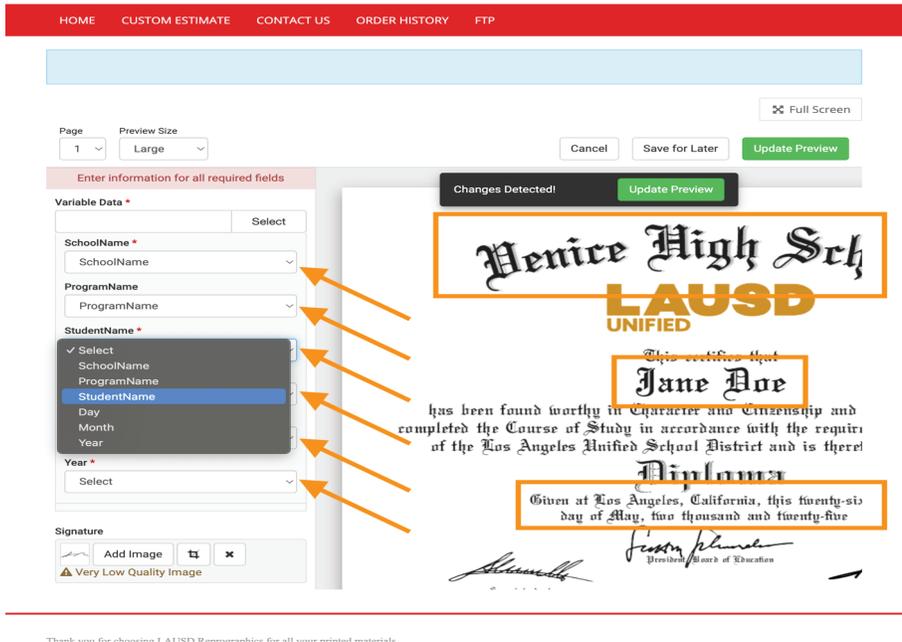
Upload signature file here

Then, click Update Preview

LAUSD UNIFIED
This certifies that

Review and assign your data

1. **Review Fields:** Make sure all fields from your data file are assigned to the correct field on the PDF.
2. **Click on “Update Preview” button:** This will produce a PDF proof with populated data.
 - **IMPORTANT:** The PDF generation will take about 1 second per row in the data file.



Diploma PDF Proofs ready for review

When all required fields are completed, the “Update Preview” button will change to say “Finish Editing”. **DO NOT click this yet.**

1. **Click on “Download Proof” button:** Review PDFs for accuracy and save for your records.
 - If you find a **mistake** — edit the data file to correct the mistake. Once corrected, re-upload the file to the data file field and click “Update Preview”. Then download the PDF and review again.
 - If all are diplomas are **correct** — click on the blue “Finish Editing” button, Add to Cart, and complete your order on the following pages.

