



**NYU**

**SILVER SCHOOL  
OF SOCIAL WORK**

**Student Business Card Template**  
Paper: Strathmore Premium 100 PC  
1 color: Black  
Cost: \$18 for 250, \$30 for 500



Sample Only

## **Please Follow These Instructions Carefully!**

**To order your cards, please create an account at:**

**<https://secure.duplionline.com/jDOL/servlet/login?QuickLink=D4D18063E2B20B927E3C>**

Once you are in the site, choose the card for your school, then:

- 1) Fill in the fields using the above template as a guide
- 2) After completeing the form, you must choose **VIEW PROOF** in order to save the informaiton on the card
- 3) After viewing your proof, you can make changes while still on the form page. You must **VIEW PROOF** again to save your changes.
- 4) After viewing your proof, choose **EMAIL PROOF** and email to: Anna Condoulis at [ac5@nyu.edu](mailto:ac5@nyu.edu)
- 5) After you have emailed your proof, you will be returned to the form screen. Choose **CHECKOUT** to continue to the Checkout page.
- 6) On the Checkout page, choose **SAVE ORDER**. This is very important, otherwise your order will be lost. You can then logout of the system.

Your card will be reviewed by your advisor. They will contact you and either ask you to make changes or continue to on to ordering.

If changes are requested:

- 7) Log back in to your account, then choose **SAVED ORDERS**. Choose the card (click on the order #)
- 8) To the left of the card image, choose **EDIT**
- 9) Edit your cards as requested by your approver
- 10) Repeat steps 2-6 above

After you are notified that your cards are approved:

- 11) Log back in to your account, then choose **SAVED ORDERS**
- 12) On the Saved Orders screen, select **SUBMIT ORDER**. Fill out any billing information that is requested.
- 13) On the next screen, select **COMPLETE ORDER**, and you are done

**SCREENSHOTS (over)**

you must click "view proof" in order to have your order placed in the shopping cart

2) **VIEW PROOF** EMAIL PROOF DELETE CHECKOUT CONTINUE SHOPPING

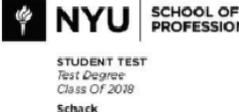
4) VIEW PROOF **EMAIL PROOF** DELETE CHECKOUT CONTINUE SHOPPING

5) VIEW PROOF EMAIL PROOF DELETE **CHECKOUT** CONTINUE SHOPPING

6) **SUBMIT ORDER** CANCEL **SAVE ORDER** CONTINUE SHOPPING

7) HOME CREATE ORDER TRACK ORDER **SAVED ORDERS** CONTACTS FAQs

8) Edit | Delete School of Professional Studies BC



STUDENT TEST  
Test Degree  
Class Of 2019  
Schack

12) **SUBMIT ORDER** CANCEL SAVE ORDER CONTINUE SHOPPING

13) << EDIT ORDER **COMPLETE ORDER** >>