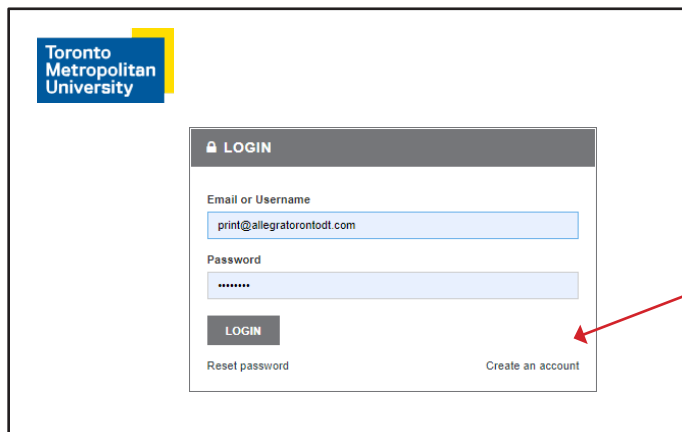


TMU Graduate and Post-doctoral Students Business Cards Online Ordering Portal User Guide

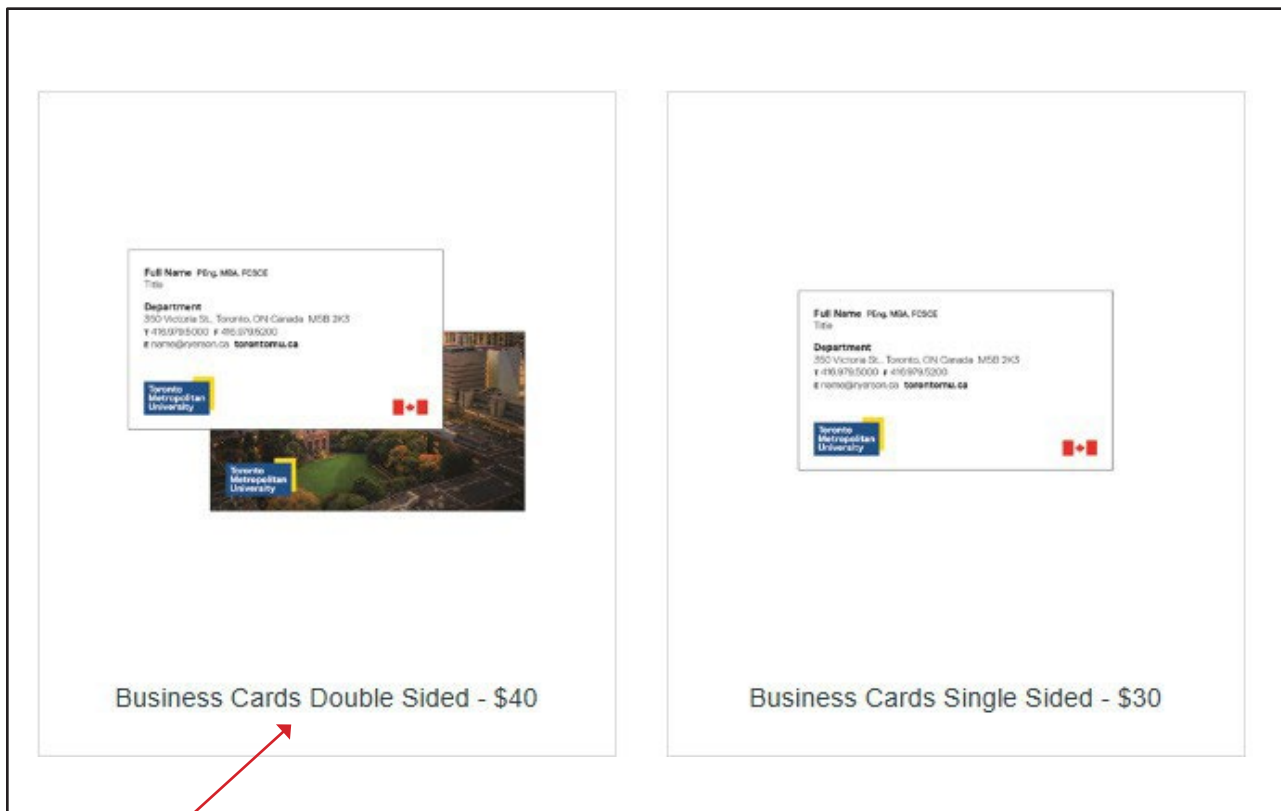
Link to portal: <https://tmugradstudies.allegatorontodt.com/login>



Log in using your username or email and password.

When logging on for the first time, please create a new account. The portal is not synced to your TMU user ID.

Home screen menu



Select your product. You will be able to design the card or stationery on the next screen

Placing an Order

All Products / Business Cards Single Sided - \$30

Business Cards Single Sided - \$30

Unit Description Price

Pack (48) 100lb Matte \$30.00

Quantity

1

Selection

Pack (48) - 100lb Matte - \$30.00

Price

\$30.00

Additional Instructions

CUSTOMIZE ORDER

BACK TO CATALOG SHOPPING CART

Select quantity, add additional information if needed (i.e. braille, etc), and select “CUSTOMIZE ORDER” to build the business card

Preview Size: Standard

Enter information for all required fields

PERSONAL DETAILS

Name *

Current Credentials

Pronoun

Degree Sought *

Master's Candidate

Department/Program Name *

CONTACT INFO

Cell (optional)

TMU Email *

specialorders@torontomu.ca

Yeates School of Graduate and Postdoctoral Studies
350 Victoria St., Toronto, ON M5B 2K3 Canada
specialorders@torontomu.ca
torontomu.ca

Toronto Metropolitan University

Cancel Save for Later **Update Preview**

Enter details for all required fields and select **Update Preview** for a preview of the card.

Review carefully and when ready, select “FINISH EDITING”

Preview Size: Standard

All required items complete

Degree Sought *

Master's Candidate

Department/Program Name *

Social Work

CONTACT INFO

Cell (optional)

TMU Email *

specialorders@torontomu.ca

Approve Document

☐ Please ensure you have reviewed your proof carefully, Allegra Toronto is not responsible for any typos or spelling errors.

Continue Editing **Add to Cart**

Cancel Save for Later **Finish Editing**

In the Popup, check box to Approve the document and **Add to Cart**

Placing an Order (Continued)

This action will take you to the Shopping Cart to Check out.

You can continue shopping or choose to check out. You can also edit and or remove items in your cart.

Please select your delivery location from the drop-down menu. If choosing the ship to home option, add your address here and it will be saved for future orders.

Ship To

Leslie Matic, Mailroom: Deliver to YDI-11th Floor (Grad Studies Office), 105 Bond St, Toronto, C

Leslie Matic

Mailroom: Deliver to YDI-11th Floor (Grad Studies Office) 105 Bond St
Toronto, ON CA M5B 1Y3

Shipping Method

Free - Pick up from Grad Studies Office at YDI-11th Floor (5-7 business days) \$0.00

Free - Pick up from Grad Studies Office at YDI-11th Floor (5-7 business days) \$0.00

RUSH to Home - Purolator TMU Grad Studies \$14.71

Subtotal \$40.00

Shipping \$0.00

Tax \$5.20

Total \$45.20

CONTINUE

Click 'Proceed to Checkout'

Click 'SUBMIT FOR APPROVAL' to send your order to the YSGPS team for review and approval.

Please allow 24-48 hours for review and approval.

Checkout

Select **SUBMIT FOR APPROVAL** to send your request for approval. Once approved, you will receive a notification to pay for your order. Orders must be paid by credit card before it can be printed.

Billing Address

Leslie Matic, Mailroom: Deliver to YDI-11th Floor (Grad Studies Office), 105 Bond St, Toronto, C

Leslie Matic

Mailroom: Deliver to YDI-11th Floor (Grad Studies Office) 105 Bond St
Toronto, ON CA M5B 1Y3

Comments (optional)

Shipping

Business Cards Double Sided - \$40.00

Shipping To

Leslie Matic

Mailroom: Deliver to YDI-11th Floor (Grad Studies Office) 105 Bond St
Toronto, ON CA M5B 1Y3

Subtotal \$40.00

Shipping \$0.00

Total Before Tax \$40.00

Tax \$5.20

Total \$45.20

SUBMIT FOR APPROVAL

By submitting this order, you agree to our Terms of Use and Privacy Policy (please see links in footer).

You can check the status of your order on the 'Pending Orders' tab

HOME PENDING ORDERS SAVE FOR LATER ORDER HISTORY SHOPPING CART LOGOUT

Pending

Start Date 9/7/2024 End Date 10/7/2024 Paid Any Approval Status Any

	Paid	Approval Status	Order Date	Order Number	Pending #	Ordered By
Edit	Waiting for Payment	Waiting for Approval	10/7/2024 12:29 PM	3186		Veronica DSilv

1 - 1 of 1 Items

Payment

Once approved, you will receive an email confirmation. Orders must be fully paid before printing. To complete payment, to log back onto the portal and click 'PAY NOW' in your Pending Orders tab

You have orders waiting for payment. Please click here to see all pending orders.

Toronto Metropolitan University

Cart 0 Items Search Site

HOME PENDING ORDERS SAVE FOR LATER ORDER HISTORY SHOPPING CART LOGOUT

Pending ORDERS

Start Date: 9/7/2024 End Date: 10/7/2024 Paid: Any Approval Status: Any

	Paid	Approval Status	Order Date	Order Number	Pending #	Ordered By
Edit Pay Now	Waiting for Payment	Approved	10/7/2024 12:29 PM	3186		Veronica DSilva

Click on the 'Complete Order' button and a Credit Card Processing box will pop up.

Enter credit card information to complete your transaction.

Once processed, your order will be printed and delivered to the selected location.

Order #3186 is Pending Payment

Your order is not complete.
Select **COMPLETE ORDER** to pay via credit card.
Orders must be paid by credit card before it can be printed.

Payment Method: **Pay by Credit Card**

Subtotal: \$40.00
Shipping: \$0.00
Total Before Tax: \$40.00
Tax: \$5.20
Total: \$45.20

COMPLETE ORDER

Card Number *
Exp. Date * Card Code
Pay

Order History and Reorders

The Order History page will list your previous orders, so you can re-order items as required

Toronto Metropolitan University

Cart 0 Items Search Site

Home Order History Save for Later Shopping Cart Logout

Allegre Toronto
320 Richmond Street East, Unit 106
Toronto, Ontario
M5A 1P9
416-366-3472

Order History PENDING

Start Date: 5/30/2022 End Date: 6/30/2022 Order Status: All Approval Status: All

Ordered By: Just My Orders Billing To: APPLY FILTERS

EXPAND ALL ID SH

Paid	Order Number	Order Date	Ordered By	PO Nu
No records available. Please use the advanced filters above.				

If you have any questions about how to use the site, please email l2mutic@torontomu.ca.