

October 21,2024

ONLINE ORDERING TUTORIAL

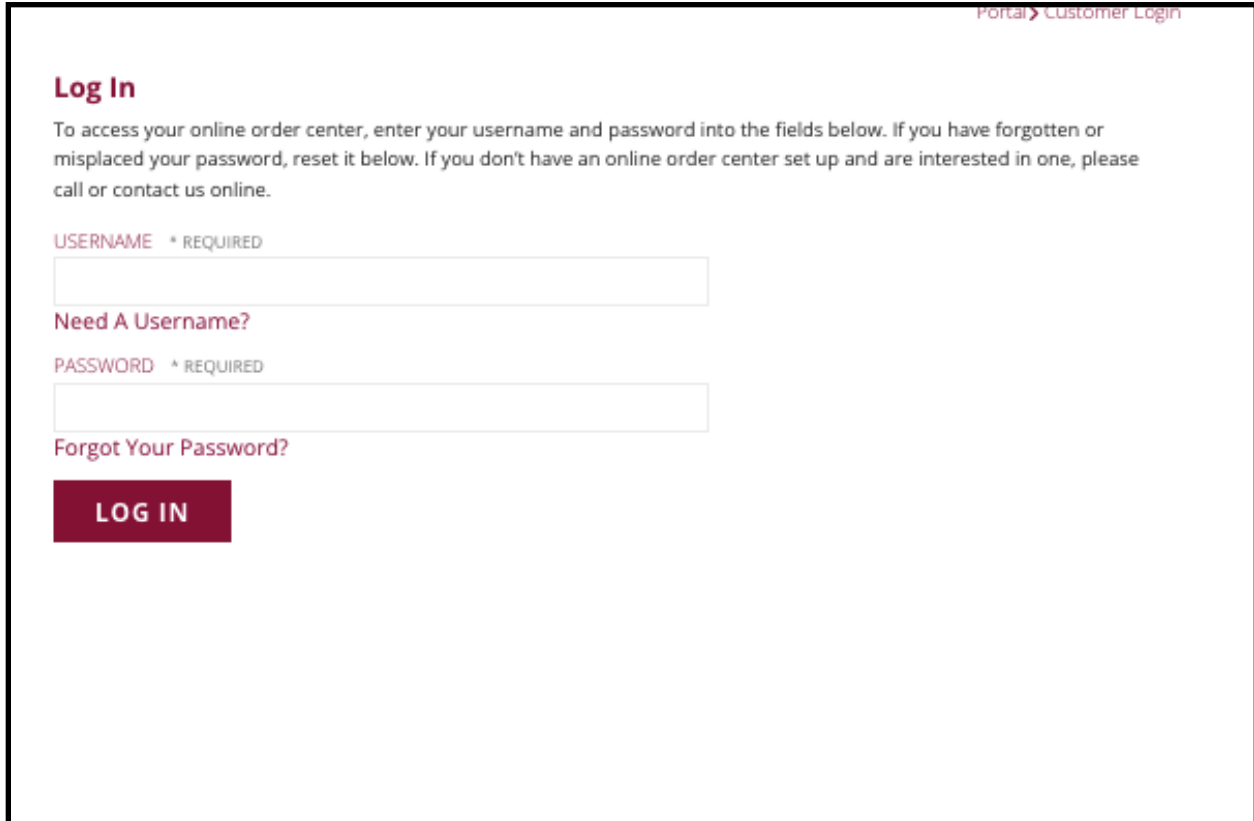
Our official Johns Hopkins University stationery system consists of approved designs for letterhead, envelopes, business cards, name tags, greeting cards, and more. These designs may be customized and ordered online via our Stationery Portal, powered by Alpha Graphics, Inc.

All university employees are required to use the approved university stationery templates. Johns Hopkins does not allow changes or alterations to the designs unless a strategic need is presented.

If you have any questions about the order process, please contact us at brand@jh.edu.

WEBSITE:

<https://alpha-graphicsnet.presencehost.net/portal/customer-login.html> (DIRECT LOGIN LINK)



Portal Customer Login

Log In

To access your online order center, enter your username and password into the fields below. If you have forgotten or misplaced your password, reset it below. If you don't have an online order center set up and are interested in one, please call or contact us online.

USERNAME * REQUIRED

[Need A Username?](#)

PASSWORD * REQUIRED

[Forgot Your Password?](#)

LOG IN

Once you login the next page you will see will be the JHU PORTAL homepage (screenshot below). Next you will need to click “document library” on the left hand side of the page.

ALPHA GRAPHICS, INC.
EST. 1972

Products Services

Portal > Welcome

PORTAL

- WELCOME
- DOCUMENT LIBRARY**
- GET A QUOTE
- PLACE A NEW ORDER
- SEND A FILE
- VIEW A PROOF
- MAKE A PAYMENT
- ORDER APPROVAL
- ORDER HISTORY
- YOUR PROFILE
- LOG OUT

Welcome to your Portal

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Get Started

Select from the items in our "Document Library" for quick access to all of our stationery templates. Transfer files to Alpha Graphics, proof your current projects in production, or order additional quantities of previous jobs through the Order History page

Document Library

Johns Hopkins University Stationery Portal

ADD ITEM(S) TO CART

Johns Hopkins University Stationery Portal



Name Badges - 3 x 1.5"

Name badges are universally used across campus, and adherence to a standardized template for these tags enhances the university's professional image and strengthens our brand.

Material: Plastic with magnetic backer

QUANTITY
0 INVENTORY

@ \$4.50 ea.

QUANTITY	PRICE	SUBTOTAL
1	\$4.50	\$4.50
30	\$4.14	\$124.20
60	\$3.39	\$203.40
100	\$3.13	\$313.00
250	\$2.99	\$747.50
500	\$2.94	\$1,470.00
1,000	\$2.90	\$2,900.00

SUBTOTAL
N/A

After clicking "document library" this screen will pop up (screenshot to the left).

Find your item you would like to order and then select a quantity from the dropdown menu on the right side of the page.

Scroll down to the bottom of the page and click "Add item(s) to cart".



Business Cards - Faculty & Staff

The primary business card format must be used by all those who are employed by the university. You may choose to use the JHU logo or a division or interdisciplinary logo on the back of your card. There is an option to include an automatically generated QR code on the front of your business card.

QUANTITY
0 INVENTORY

@ \$0.92 ea.

QUANTITY	PRICE	SUBTOTAL
100	\$0.92	\$92.00
250	\$0.412	\$103.00
500	\$0.258	\$129.00
1,000	\$0.182	\$182.00

SUBTOTAL



Business Cards - Students & Alumni

The student business card format may be used by any current or former undergraduate or graduate student of Johns Hopkins University. You may choose to use the JHU logo or a division logo on the back of your card.

QUANTITY
0 INVENTORY

@ \$0.412 ea.

QUANTITY	PRICE	SUBTOTAL
100	\$0.92	\$92.00
250	\$0.412	\$103.00
500	\$0.258	\$129.00
1,000	\$0.182	\$182.00

SUBTOTAL
\$103.00

[Cancel](#) Previewing "Business Cards - Students & Alumni"

Name

Pronouns

Department Option * REQUIRED
--Choose Your Department--

Unit

Academic Program or Department Info Line 1

Academic Program or Department Info Line 2

Class of Year (20XX)

Phone

Cell

Linkedin

Email

Website

No preview is available yet.
Fill out the form and click the "Update Preview" button to generate a preview.

You will then be directed to this preview page (image above), where you will then input the information for the business card(s). After typing in all necessary information please click **“Update Preview”** at the bottom of the page so you can see the business card details. The Preview will appear like the image below.

Front of Card

Please proof your document below. Click on the image to receive a PDF version of your proof.



CHRISTINE WALSH

Johns Hopkins University
Printmaking
Class of 2029

T: 410-727-1400
production@alphagrap.com

Back of Card



Once ensuring all information is correct please click **“add to cart”** at the bottom on the right hand side.

PORTAL

WELCOME

DOCUMENT LIBRARY

GET A QUOTE

PLACE A NEW ORDER

SEND A FILE

VIEW A PROOF

MAKE A PAYMENT

ORDER APPROVAL

ORDER HISTORY

YOUR PROFILE

LOG OUT



Customer Login



Send a File



Place an Order



Get a Quote

Document Library



Business Cards - Students & Alumni

MODIFY

DELETE

250

PRICE
\$0.41 ea.SUBTOTAL
\$103.00

Printed on 130# Silk Cover

Name

CHRISTINE WALSH

Department Option

Bloomberg School of Public Health

Academic Program or Department Info Line 1

Printmaking

Class of Year (20XX)

2029

Phone

410-727-1400

Email

production@alphagrap.com

TOTAL
\$103.00

UPDATE QUANTITIES

CONTINUE SHOPPING

To complete your order, please provide your information in the form below and click Send.

NAME * REQUIRED

EMAIL * REQUIRED

ORGANIZATION

ADDRESS

CITY

STATE

ZIP

To complete your order, **Catalog Order** information in the form below and click Send.

NAME * REQUIRED

EMAIL * REQUIRED

production@alphagrap.com

ORGANIZATION

Alpha Graphics, Inc.

ADDRESS

CITY

STATE

ZIP

PHONE

ADDITIONAL DETAILS

Please provide additional details about your job.

PLACE ORDER

To place an order, simply enter your desired quantity and complete the checkout form above.

Enter the necessary information (so that the Alpha Graphics team can create a quote in Printavo our invoicing system).

The price provided above is before shipping/courier (if you would like the items delivered directly to you).

Once completed please click "PLACE ORDER" and an email with the specs of the order and print ready artwork file will be sent directly to the Alpha Graphics team. You will receive an art proof from the team prior to printing.

Please note the amount you see is only for printing and not including the shipping/courier fee. If you are in the area you can pick up any printed items at our shop. Otherwise we will include the fee to deliver in the quote to you when we send artwork approval.