When you go to our site: https://mnstate.webdeskprint.com/psp/app/PSP_Start.asp please click on the Register Now words on the upper right. After you are registered, you will use the Log In text to the right.



This is the next screen that will open. Please make sure to select your department where the green arrow is pointing. In the Site Mail Stop or Area line, please add the cost center you would like to use. If you want to have more than one cost center available, separate with a slash (/). I will receive an email notification of your request and will approve you as soon as I can.

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Enter Your Contact Information						
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Email Address *						- 1
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Site / Department * Please Select						- 1
Site Mail Stop or Area						- 1
Site Address Line 1 *						- 1
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Site Address Line 2						- 1
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						- 1
Site City * Moorhead						- 1
Site State V						- 1
Site Postal Code * 56563						- 1
Site Country						- 1
Create Your Login						- 1
User Name * carol.hall@mnstate.edu						- 1
Password *						- 1
Confirm Password *						- 1
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