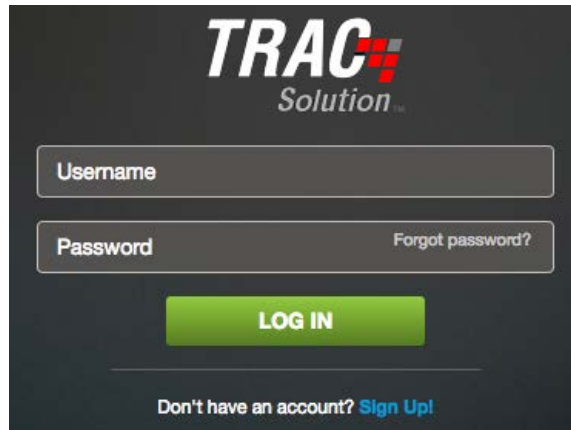




## TRAC Web Printing @ Haas

**NOTE:** You must first create a TRAC Printing Account for web job submissions. TRAC web submissions take highest printing priority for the Haas Mail Room S545.

Step	Procedure
1	Type the following in your Chrome Browser: <a href="https://haas.ricohtrac.com/">https://haas.ricohtrac.com/</a> Click "Sign Up!"



Step	Procedure
2	Enter your information with your <a href="mailto:CalNetID@berkeley.edu">CalNetID [ @ ] berkeley.edu</a> as your requested username and email address.

**New User Sign Up**

Basic Information

First Name*	Last Name*
<input type="text" value="Haas"/>	<input type="text" value="User"/>
Requested Username*	
<input type="text" value="CalNetID@berkeley.edu"/>	
Phone*	Fax
<input type="text" value="510-510-5100"/>	<input type="text" value="555 888 9999"/>
Email address*	
<input type="text" value="CalnetID@berkeley.edu"/>	
Show Advanced Information	
<div style="border: 2px solid red; padding: 5px; display: inline-block; margin-top: 10px;">SIGN UP</div>	

Step	Procedure
3	You should be receiving a confirmation email within 10-15 minutes. Once received, please click on the URL in order to create your password:

### New User Sign Up

Your new user signup request has been sent. You will be notified via e-mail once your request is approved.

UC Berkeley HAAS School of Business Newly Added User Information Inbox x

**donotreply@iofficecorp.com** <donotreply@iofficecorp.com> Mon, Aug  
to me ▾

You have just been added to the UC Berkeley HAAS School of Business web-based system. Your user information is below.

Username: ██████████

Use the url below to login and begin using the system.

URL: <https://haas.ricohtrac.com/?action=reset&u=1096&hash=e8d3c9be459c02093b064655a34ccb77&username=ramonsoto>

You were added to this system by Marcus Ware null.  
If you have any questions please contact me at [warema54@berkeley.edu](mailto:warema54@berkeley.edu) Phone: null

### New Password Required

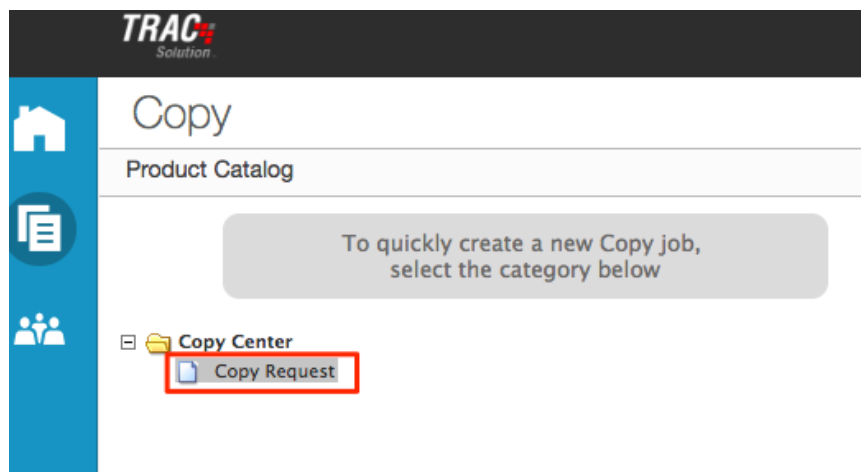
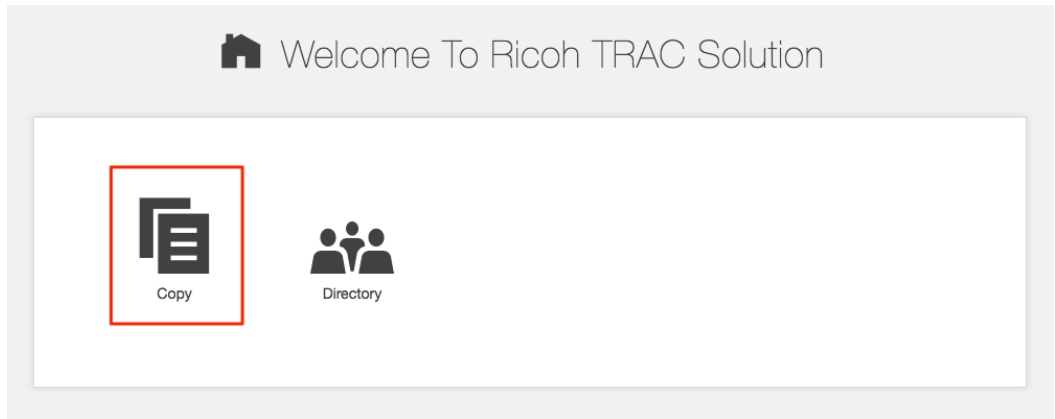
Please reset your password.

New Password\*

Confirm New Password\*

**SUBMIT**

Step	Procedure
4	You should now be logged into the TRAC Web Portal and are ready to create a Copy Request by clicking COPY, the COPY REQUEST. Choose a file to upload and select your desired printing features: i.e. – Double Sided, 8x11, Staple, etc...



Create a Copy Request

Copy Center – Copy Request

Attach New Files

File 1: Choose File No file chosen

[Upload Attached Files](#)

Currently Attached Files

No files attached to this order

Quantities

Number Of Original Pages

Number Of Sets

Print Type

B&W (Black & White Full Service)
  Color (Full Service)
  1 sided
  2 sided
  1 slide per page
  2 slides per page
  4 slides per page