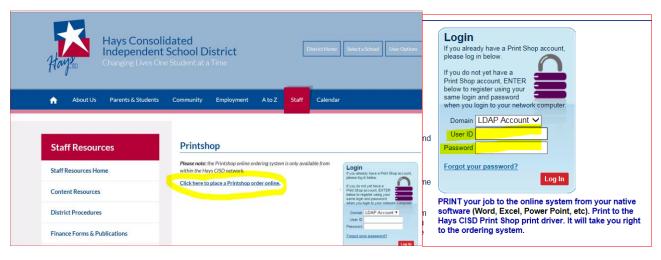
## How to change your default budget code in PRINT SHOP

## https://www.hayscisd.net

- Staff resources
- Additional Resources
- Print shop



## Click on My Account



## From here you should verify

- CAMPUS is correct (several have switched this year)
- Campus phone and extension is correct
- Cell phone (in case they need to contact you at night or weekend to get the job done!)
- Default Account Code: 199-11-6299-QC-\_\_\_-11-1 (fill in blank with your campus code) & use dashes!

Click the MODIFY button in each section to make changes

**SAVE** 

If you have any questions during this process please contact the help desk.