



Kogod Business Cards

Many students are interested in having their own Kogod business cards for networking and job searching. We've worked with VistaPrint to provide the opportunity for students to order standardized Kogod business cards.

Ordering Business Cards (around \$20 for 250 cards plus shipping)

1. Go to www.vistaprint.com and Log In in the upper right hand corner
2. Use the email address: kccd@american.edu and password: kccd (this was the office's old name, which we've kept as the login).
3. Under **"My Portfolio"**, look for **"Business Cards"** and click **"Order Now."**
4. Enter the information requested. Please DO NOT CHANGE THE LAYOUT OR FONTS.
 - a. Your Name
 - b. Job Title = Your Degree and Graduation Date
 - c. Address
 - d. Phone Number
 - e. Email Address (use your AU email)
5. Click **"Next"** and carefully proof your order. **"Edit"** as needed.
6. Select your quantity. We recommend staying with the Matte paper (glossy are harder to read and take notes on).
7. Skip through all of the product suggestions by clicking the blue **"Go To Cart"** button or the shopping cart in the upper right corner.
8. Enter your address information where you would like the cards shipped.
9. Enter your credit card information. Be sure to UNCHECK the box next to **"Save my payment information for faster and easier future purchases"** to ensure your credit card information is not saved.
10. The confirmation email will be sent to kogodcareers@american.edu. It will be forwarded to you.
11. Your business cards will arrive in the mail to the shipping address you indicated soon

Please Note...

- This is one account shared by everyone. Please do not save your project in the cart for later, as it may disrupt someone else's order.
- Please make sure to enter your shipping and billing information.
- The account will not save credit card information, so your credit card number will be safe.
- If you have questions or run into difficulty, please don't hesitate to email kogodcareers@american.edu

