



LIMESTONE
UNIVERSITY

ResourceONE®
Web Portal

Welcome to ResourceONE®

ImageMark's Online Stationery Ordering Site for Limestone University

ResourceONE® is available by clicking a link from Limestone University's branding site or at <http://www.limestone-r1.com>

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SIGNING IN

Forgot My Password

Sign In

User Id

Password

[Forgot My Password](#)

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At the login page, enter your User ID (usually your email address) and Password.

If you are a new user, you will have received an email with your account information.

Save & Continue

Home » My Profile

KC Barnhill

New Password: *

Please re-type your password

Confirm New Password: *

Select a Security Question: *

Security Question Answer: *

Confirm Security Question Answer: *

Default Ship to Address: No default address selected.

Default Bill to Address: No default address selected.

The first time you log in, you will be required to change your password and select a security question. Your new password must be at least 8 characters in length, with at least one number, one capital letter, and one other character, such as *, &, %, !, or @. Click **“Save & Continue”** when finished.

To reset a lost password, click **“Forgot My Password”** on the login page, enter your User ID (usually your email address) and answer your security question. Enter your new password and confirm.

CATALOG PAGE

A successful login directs you to the Catalog page. **Navigation links** are at the top of the page. Note that you can return to the Catalog page at any time by clicking the Catalog link in the navigation bar.

The screenshot shows the Limestone University ResourceONE Web Portal Catalog page. At the top, there is a navigation bar with links for 'Catalog', 'KC Barnhill', 'Log Out', 'Cart (0)', and a search box. Below the navigation bar is the Limestone University logo and the text 'ResourceONE Web Portal'. The main content area is titled 'Home » Catalog' and displays a list of folders. On the left side, there is a 'Navigation Column' containing a list of departments and offices. The main content area shows a list of folders, each with a Limestone University logo and a folder name. Annotations with arrows point to the 'Catalog' link in the navigation bar, the 'Athletics Department' folder name, and the 'Athletics Department' folder in the main content area.

Navigation Links

Navigation Column

Folder Name

A **navigation column** on the left allows you to switch between products without returning to the main Catalog page.

To view a product, click on the **folder name**.

NOTE: Depending on the Department(s) you are assigned to, the folder view will vary.

SHOPPING CART

Checkout

Create A Shopping List

Shopping → Billing → Confirm Order

Home » Shopping Cart

Search Cart by: Product Name Search Cart... Search

Products	Qty	Price
<input type="checkbox"/> Communications and Marketing - Letterhead SKU: LU-Communications-LH Description: POD - Communications and Marketing - LH	250	\$166.25
<input type="checkbox"/> Communications and Marketing - 2nd Sheet SKU: LU-Communications-2ndSht Description: POD-Communications-2ndSht	250	\$166.25
<input type="checkbox"/> Communications and Marketing - #10 Envelope SKU: LU-Communications-No10 Description: POD-Communications and Marketing #10 Envelope	250	\$133.15

Remove Update Subtotal: \$465.65
Total does not include tax.

« Back To Catalog Save Cart Checkout »

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The Cart link directs you to the Shopping Cart. Note that quantities can be updated without returning to the Catalog.

Assign Shopping List

marcomcentral.app.pti.com/imagemark/lim...

Select Cart MyList 123020

Save Action Copy

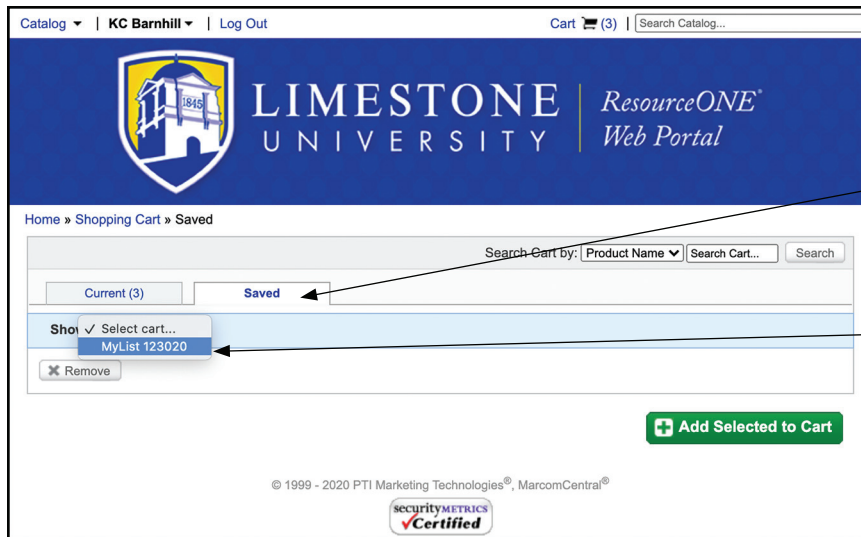
Replace Cart

Assign List

To save products in your cart to a list for later ordering, click **“Save Cart Items To List”** button. Select whether you’d like to move or copy products from the active cart and assign a name to your shopping list.

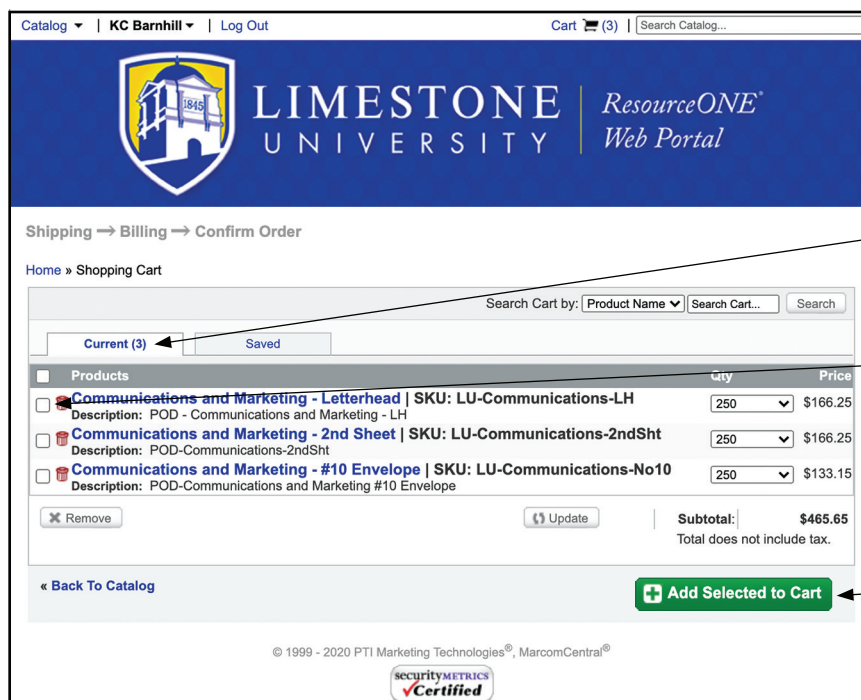
You can also save more items to an existing list, or you can entirely replace a saved list.

SHOPPING CART (continued)



Saved

Select A
Saved List



Current

Check Box &
Red Trash Can

Add Selected
To Cart

To add products on your shopping list to the shopping cart, click the “**Saved**” tab and show the desired shopping list in the drop-down menu. Select the check box beside the desired product and click the “**Add Selected To Cart**” button.

To remove products from either the active cart or a saved shopping list, click the **Red Trash Can** icon to the left of the product.

To proceed with shipping, return to **Current Cart** and click the “**Checkout**” button.

CHECKOUT

Shipping → Billing → Confirm Order

Choose Shipping Address: (All Products)

Use an Existing Address:

Attn: [KC Barnhill]
1115 College Dr
864-488-4614
Gaffney, SC 29340
US
[Change Address](#)

OR

Use a New Address (This order only):

Country: [United States] *
Company: [Limestone University]
Attn: [_____] *
Addr1: [1115 College Drive] *
Addr2: [_____] *
Addr3: [_____] *
Addr4: [_____] *
City: [Gaffney] *
State: [South Carolina] *
Zip: [29340] *
***Required Field**

[Save Address](#)

Choose Shipping Method: (All Products)

UPS Ground
 ImageMark Van

Products	Description	Ship To	Ship Method	Instructions	Qty	Shipping Price
<input type="checkbox"/> Communications and Marketing - Letterhead	POB - Communications and Marketing - LH	[Current]	[UPS Ground]	[_____] * <small>*Required Field</small>	250	\$14.19

[Remove](#) [Recalculate](#)

Subtotal:	\$166.25
Shipping:	\$14.19
Total:	\$180.44

Total does not include tax.

[Back](#) [Continue »](#)

Shipping Method

Recalculate


Continue

At the Shipping screen, note that UPS Ground shipping for your department is your default method. If necessary, select another **shipping method** and click **"Recalculate"**.

Click **"Continue"** to move on to Billing screen.

CHECKOUT (continued)

Catalog | KC Barnhill | Log Out | Cart (1) | Search Catalog...

 **LIMESTONE UNIVERSITY** | ResourceONE Web Portal

Shipping → Billing → Confirm Order

Current Ship To Address KC Barnhill 1115 College Dr 864-488-4614 Gaffney, SC 29340 US [Change]	Purchase Order Number: Current Bill To Address KC Barnhill 1115 College Dr 864-488-4614 Gaffney, SC 29340 US [Change]
---	--

Items

1	Name	SKU	Qty	Price
	Communications and Marketing - Letterhead	LU-Communications-LH	250	\$166.25
	Description POD - Communications and Marketing - LH	Ship Method UPS Ground [Change]	Est. Weight 3.5000 Pounds	Shipping Price \$14.19
	Ship To KC Barnhill 1115 College Dr 864-488-4614 Gaffney, SC 29340 US [Change]			

Subtotal:	\$166.25
Shipping:	\$14.19
Tax:	\$13.30
Total:	\$193.74

[← Back](#) [Complete Order »](#)

Back

Complete Order

Verify your information is correct, and click "Complete Order".

A confirmation email will be sent to you.

PLEASE NOTE: Do not use your browser's "back button" to navigate in the shopping cart. Use the "Back" button (at the bottom of the screen) at any stage of the checkout process to make any necessary changes to your cart.

MY PROFILE & ORDER MANAGER

My Profile

Order Manager



Your user profile is available in the upper right corner of the screen. Select “**My Profile**” to access your **password**, **security question**, and **address book**.

Password

Security Question

Address Book

Home » My Profile

KC Barnhill

New Password: *
Please re-type your password

Confirm New Password: *

Select a Security Question: *

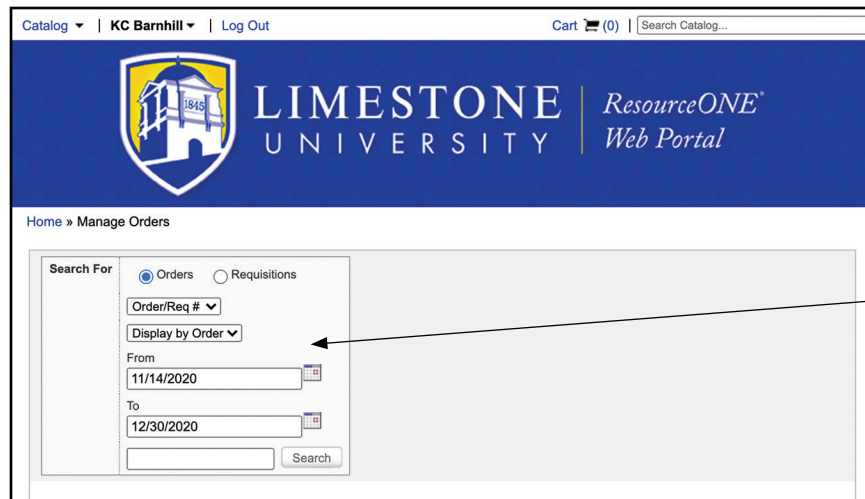
Security Question Answer: *
Confirm Security Question Answer: *

Default Ship to Address	Default Bill to Address
Limestone Default 1115 College Dr Gaffney, SC 29340 US	Limestone Default 1115 College Dr Gaffney, SC 29340 US

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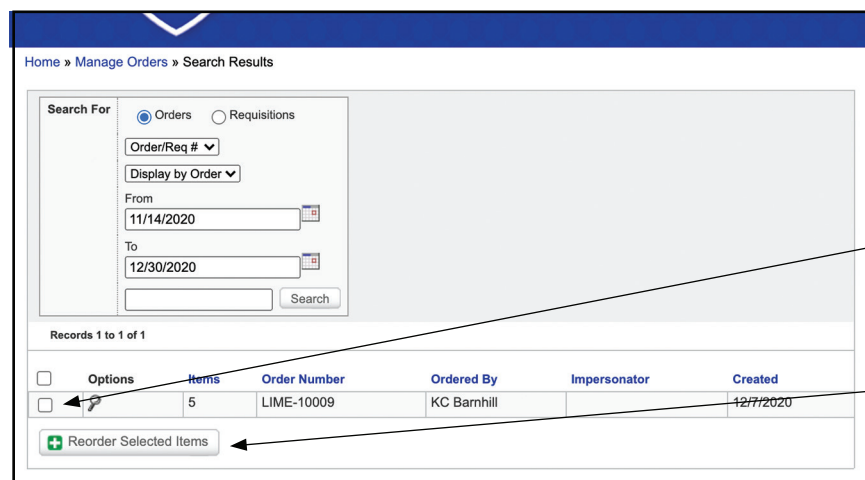
MY PROFILE & ORDER MANAGER (continued)

Select “**Order Manager**” in the navigation bar to access previous and active orders. Searches can be filtered by SKU, Description, Order #, or Status. A date range is required for each search.



Search Orders Here

To view details of a previous order click the **magnifying glass**. To reorder individual products from a previous order, select the **check box** beside the desired product and click the “**Reorder Selected Items**” button. A new Shopping Cart will be created containing all of the selected products from a previous order.



Options	Items	Order Number	Ordered By	Impersonator	Created
<input type="checkbox"/>	5	LIME-10009	KC Barnhill		12/7/2020

Check Box & Magnifying Glass

Reorder Selected Items

To duplicate a previous order(s), select the **check box** beside the desired order(s) and click the “**Reorder Selected Items**” button. A new Shopping Cart will be created containing all of the products from the selected order(s).

LOGGING OUT

Remember to **Log Out** when you are finished.

Log Out



QUESTIONS?

ResourceONE®, Limestone University's Online Resource site is administered by ImageMark Business Services, Inc. For ResourceONE® Order or Tech Support, please contact **Bamby Jefferies** by phone at **704.865.4912** or by email at bamby.jefferies@imagemarkonline.com.

Office of the President: Brandi Hartman

Office of the Provost: Renee Clyburn

Academic Affairs: Donna Cody

Admissions & Enrollment: Lisa Hobbs

Athletics: Renae Lamb

Campus Safety: Bill Petty

Communications & Marketing: Charles Wyatt

Finance & Administration: Reggie Browning

Financial Aid: Summer Nance

Graduate Studies: Adair Hudson

Human Resources: Janie Corry

Institutional Advancement: Carleigh Ramsey

Nursing Program: Amber Williams

Online Programs: Kip Altman

Registrar's Office: Pennie Darwin

Saints Club: Carleigh Ramsey

Student Success: Stacey Mason

Username:

Your Limestone Email

Temporary Password:

ABC123def

PLEASE NOTE: The first time you log in, you will be required to change your password and select a security question. Your new password must be at least 8 characters in length, with at least one number, one capital letter, and one other character, such as *, &, %, !, or @. Click "**Save & Continue**" when finished.

You Tube User Guide Video Tutorials:

- > **Welcome**
- > **Signing In**
- > **Catalog Page**
- > **Selecting Products &
Quantities**
- > **Shopping Cart**
- > **Checkout**
- > **My Profile & Order
Manager**
- > **Logging Out**
- > **Questions?**

To request a change for a ResourceONE® user, the department supervisor should contact **K. C. Barnhill** by phone at **extension 4599** or by email at kbarnhill@limestone.edu.



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ResourceONE®: <http://www.limestone-r1.com>

ResourceONE® Video Tutorial: <https://youtu.be/NGKrrX58nMg>