LIMESTONE UNIVERSITY | *ResourceONE® Web Portal*

Welcome to ResourceONE®

ImageMark's Online Stationery Ordering Site for Limestone University

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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

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

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.

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

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

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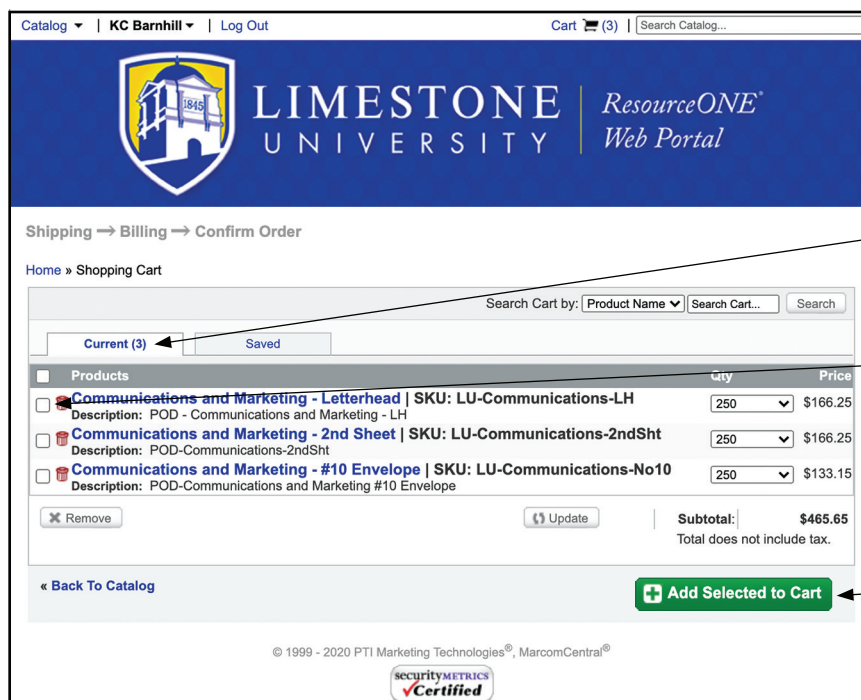
You can also save more items to an existing list, or you can entirely replace a saved list.

SHOPPING CART (continued)
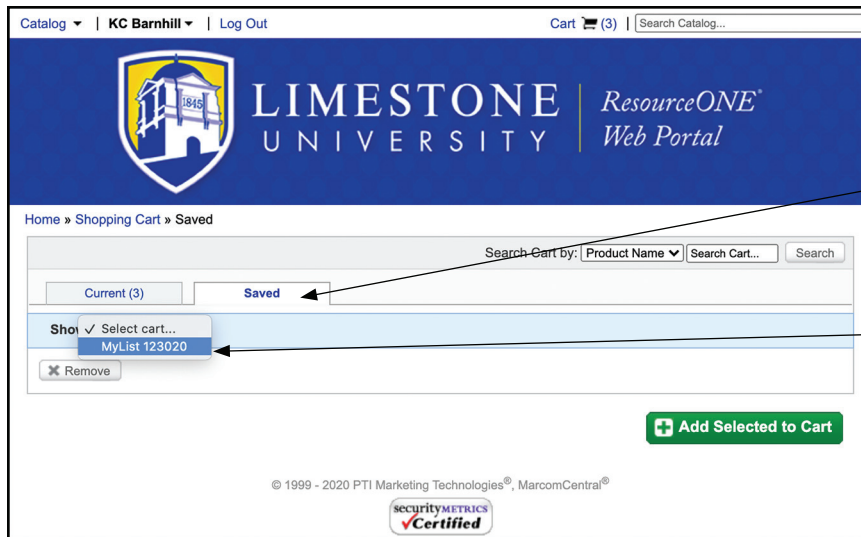
Saved

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 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)

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
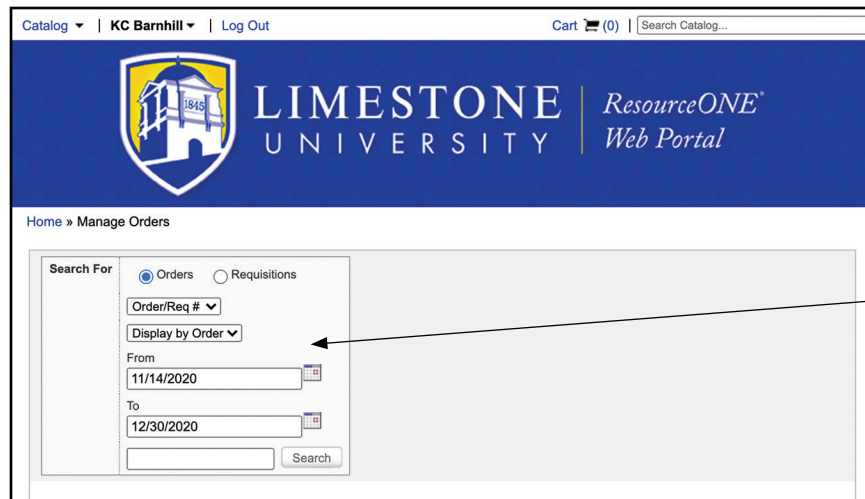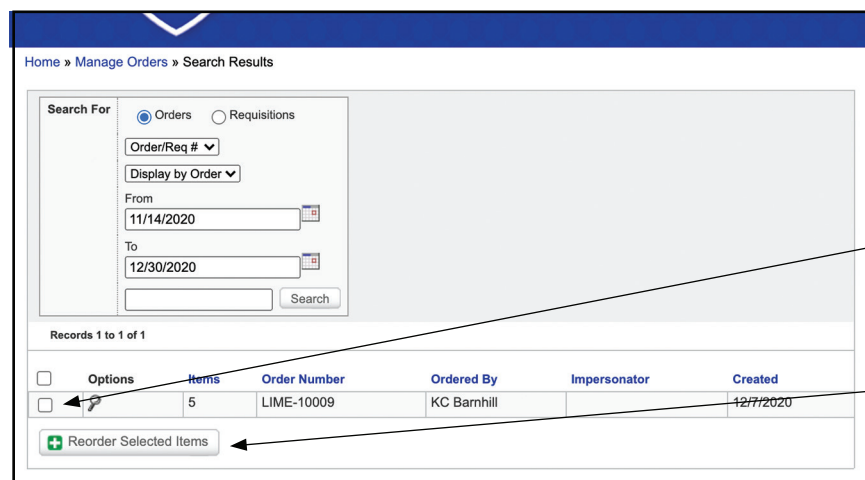
MY PROFILE & ORDER MANAGER (continued)

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.

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**.

REGISTERED RESOURCEONE® USERS

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:

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➢ **Questions?**

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

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