

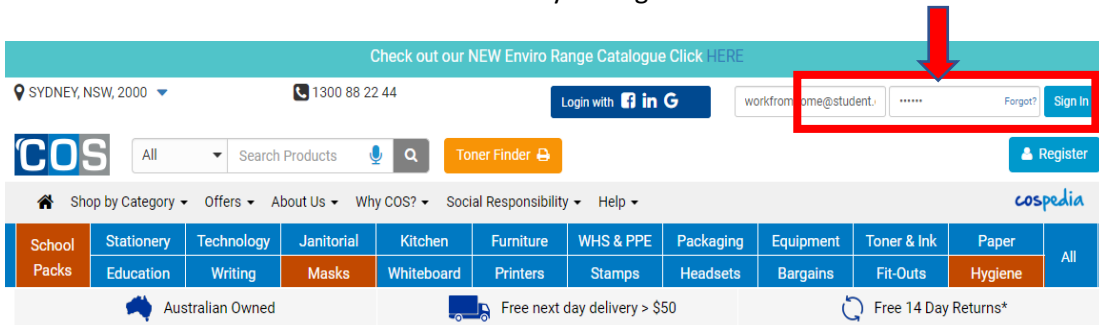
Step 1:

Please click on the link to request Login details.

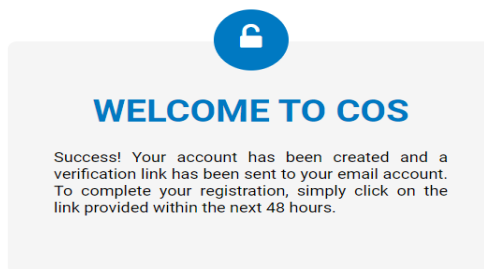
[User Creation form - Western Sydney university](#)

Step 2:

You will receive a welcome email. Please use your login details received in welcome email.



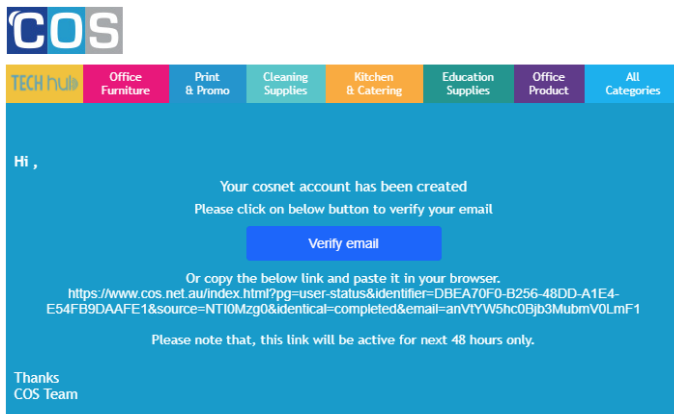
After successful login, you will see the following screen



No email received? To follow up, please contact COS customer service team:
Phone: 1300 88 22 44
Email: info@cos.net.au
Or Live Chat

Step 3:

To complete the registration, simply click on the verification link sent to your email account. Once the verification is complete, your account is ready to be used.



Step 4:

How to order the Name Badge and check out

Go to the website <https://www.cos.net.au/>

4.1 Type the word **Name Badge** into the product search and then select the product – WSU Name Badge.



4.2 Click on plus sign to indicate how many Name Badges required

4.3 Click Design

4.4 Wait for next screen (may take a few seconds to load)

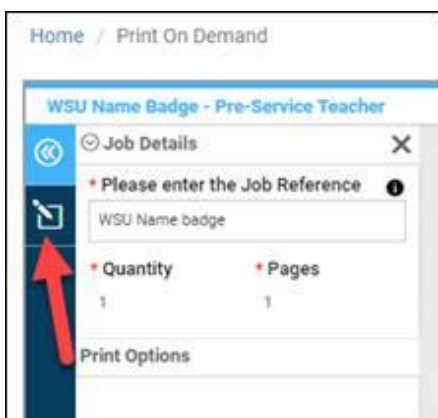
4.5 Click on Order Now blue button (you will have a chance to personalize your badge in the next screen)

4.6 Type in a Job Reference (this is for you to identify the order – for example: use your name)

4.7 Delete 'John Citizen' and type your name for the Name Badge in the Personalization-Full Name text box. Your name now appears in the proof to the right. Please note: it is a University requirement that your full name be included on the name badge.

4.8 Click 'Add to Basket' blue button

4.9 Check proof of badge for spelling errors and click 'I agree' if correct. If not correct, click on 'Switch to Edit' to take you back to edit your badge and then repeat steps 4.6 - 4.9



4.10 Check your shopping basket

4.11 Click on tick box to confirm items for checkout

Products Shipping Soon						
	Description	Notes	Qty	Unit Price	Confirm	Actions
	WSU Name Badge - Pre-Service Teacher 19133	Test	1	\$11.85 +10% GST / Each	<input checked="" type="checkbox"/>	

4.12 If you would like to receive the print details in email for further proofing, click on Actions and enter your email address. An email will be sent to you to view the file.

Ms Customer . (test@westernsydney.edu.au) has emailed you a copy of a print document created on COSNET that requires your inspection and approval before being printed. Can you please ensure all details on this document are correct and reply to this email.

Email print document for futher proofing

Please provide your Email Address

Successfully emailed the print document to jumanas@cos.net.au

Regards,
The COS Team

PRINT DETAILS

Proof #:	
Document Details:	Test
Shell:	WSU Name Badge - Pre-Service Teacher
Order Qty:	1
Document File:	Click here to view

4.12 Once you have proofread the file, click 'Check out'

4.13 Confirm order is correct 'OK'

4.14 Enter your delivery details along with any specific delivery instructions

4.15 Click on Pay Securely now

4.16 Enter your debit/credit card details to complete the order.

1 Delivery address

Thousands of Orders Daily

2 Delivery options

Largest Australian Owned

Additional Details

Email notifications for order tracking, proof of delivery, and soft copy of the delivery docket/invoice should be sent to the following email(s):

Customer Reference/Order Notes

Bill to Cost Centre

WFH WESTERN SYDNEY - STUDENT WORK FROM HOME

Pay Using Credit Card