

Instructions for ordering Business Cards/Name Badges

Before you place your order, please note the following:

*Any student may place an order for business cards.

***ONLY** Part-Time students may place orders for name-badges, as Full-Time students receive one from their program.

All **Cards** must indicate that you are a degree **candidate**:

YOU MUST ADD CANDIDATE AFTER YOUR DEGREE WHEN YOU PLACE YOUR ORDER

Examples: Global MBA Candidate, 2016
 MS Marketing Candidate

You do not have to list your anticipated degree completion date

All **Name Badges** must list your program and graduation year:

Example: Global MBA, 2016

Please note: MBA candidates do not list concentrations

We strongly suggest that you use the following naming convention if you want to use a nickname on the card/badge. This is because all your academic records (transcript, diploma) will only show your real name.

Example: First Name (Nickname) Family Name → Anthony (AJ) Jones or Wei (Wayne) Zhang

To place your order, please go to <http://johnshopkins.mymarketingbench.com/Login.epm>.

1. Go to: 'Not a registered user? Click here to set up your account.'
2. Password is careybcards
3. Enter your personal information (you will now have your username and password for the site)
4. Log in with the new account information you have just created.
5. Click "Order your business cards and stationery needs HERE".
6. Select "Student and Alumni Business cards" OR "Carey Business School Student Items".
7. For **Business cards**: Select "Johns Hopkins Carey Business School Student BC".
8. For **Name Badges**: Select "Carey Business School Digital Badges".
9. Select the quantity you would like to purchase (name badges: 1) and click on 'Customize' at the bottom of the screen.
10. Enter your information.
11. Click on the update button- name your profile (the name that is on the card).
12. Select 'Click Here To View Your Proof (Required)' Make sure all your information is correct!
13. Check the box under the card that says "I have viewed and approved my proof"
14. Click on the 'Add to cart'
15. Select 'Proceed to Checkout' on the left
16. Enter shipping information
17. Enter your credit card information
18. Place this order now

You will then receive an order number. Once your order ships you will also receive tracking information.

Sample card:



Sample Name Badge:



Sarah Holmquist
Global MBA, 2017