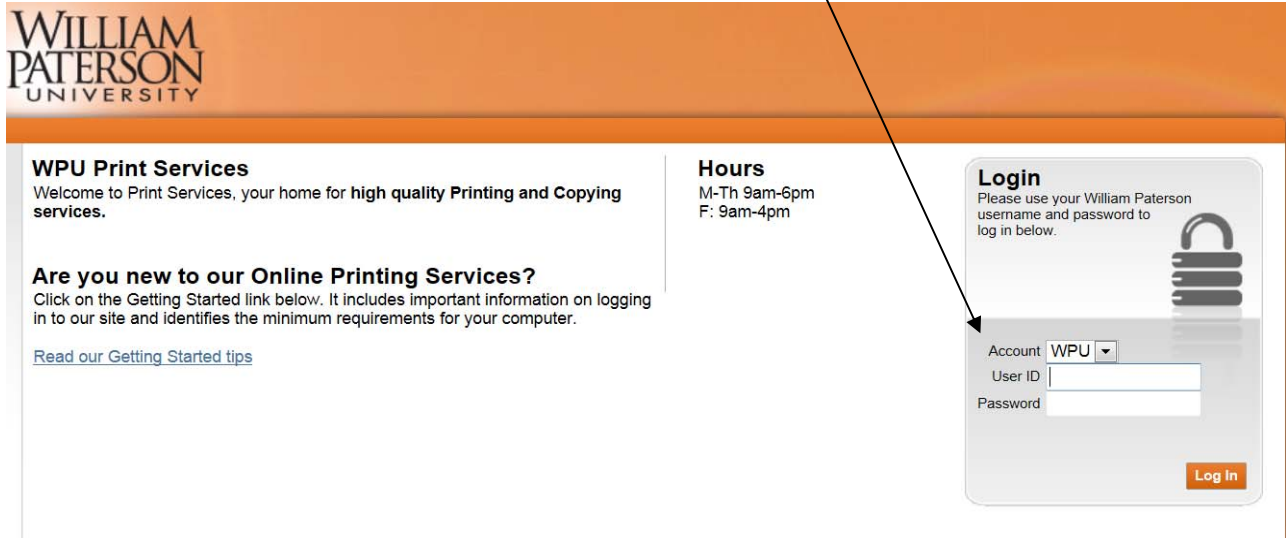


WPUNJ Print Services

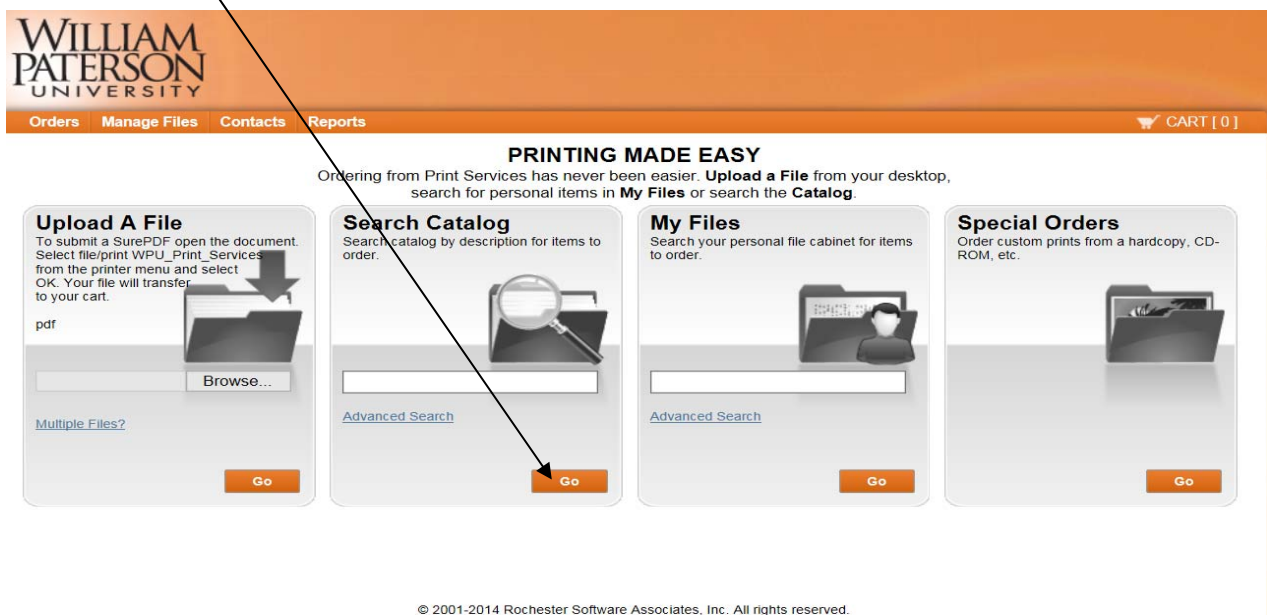
HOW TO: Submit a print request for copies of Brochures from the Catalog

1. Access the WPUNJ print services job submission site and login using your WConnect username and password: <https://printservices.unv.campus.wpunj.edu/>

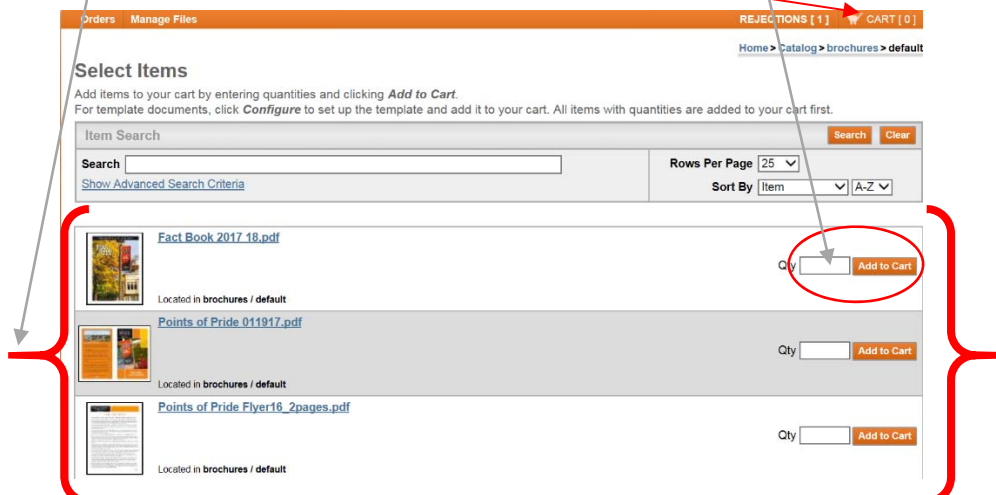
You can also Log into WConnect and Select Employee Apps/General Info/Print Services Submittal Form



2. Select **GO** from the Search Catalog menu:



3. Select **Brochures** then **DEFAULT**:
4. The **Brochures** will appear within the catalog
- NOTE:** Select the title of the brochure you wish to print
5. Select the quantity you desire and click on add to cart
6. Then click on your cart to checkout



WPUNJ Print Services


HOW TO: Submit a print request for copies of Brochures from the Catalog

7. Specify the deadline and delivery information here:

Cart
Select print options, quantity per recipient and billing information. Click **Place Order** to submit your order. Cart ID 3787

Provide an optional name for your order. Order Estimate **\$9.30**
Naming your order can be helpful for reordering.

Item 1 **Continue Shopping**

 **General Purpose Answer Sheet**
2 Pages Price **\$0.09**

Quantity

Print Options Print **Color, 2-Sided, White - 20# Text - 8.5x11**

[Preview Document](#)

[Enter special instructions for this item.](#) Provide a sample of the document before processing my order.

Shipping Information **Add Address**

I would like my order shipped by: **Wednesday, February 03, 2016** Note: Only dates when the print center is open may be selected.

Laurie Nyulassy **Select a Shipping Method:**
Technology Services
Job Title
Technology Services
300 Pompton Road
Wayne, select
select

Delivery Estimate:
Thursday, February 04, 2016

[Enter shipping instructions for this recipient](#)

Ordered Items	Quantity
1 General Purpose Answer Sheet	100

Billing Information

Laurie Nyulassy Order Estimate **\$9.30**
Technology Services
Job Title
Technology Services
300 Pompton Road
Wayne, select
select

Select Billing Codes for Payment
Click the price to view the cost details

FOAP Number

[Enter billing instructions for this order](#)

8. Click on **lookup** and enter the name of your department in the Dept. name field (as listed below).

Account Code Lookup

Enter the FOAP (no spaces)

or Dept. name

Please enter a filter selection and click Search.

9. Click **Search** and select your department for billing. It will then populate the appropriate FOAP into the billing code field here. Select **Place Order**

Billing Information

Laurie Nyulassy Order Estimate **\$9.30**
Technology Services
Job Title
Technology Services
300 Pompton Road
Wayne, select
select

Select Billing Codes for Payment
Click the price to view the cost details

FOAP Number

[Enter billing instructions for this order](#)

10. You will receive a confirmation of your order both on the screen and via email. If you need to make changes to your order please email Gerry Vandepolder VandepolderG@wpunj.edu