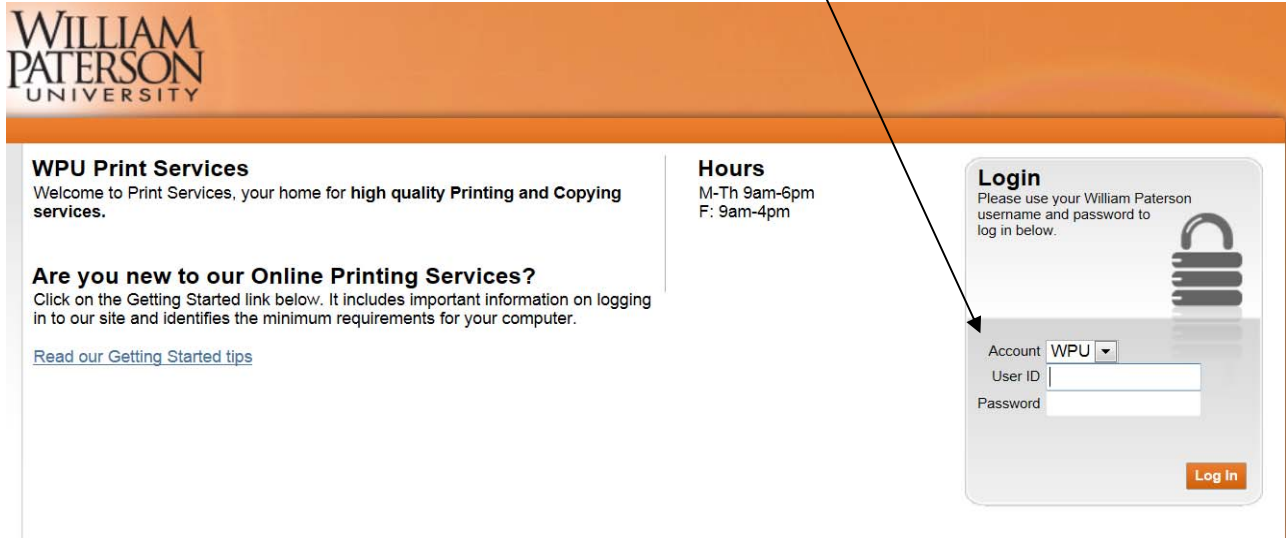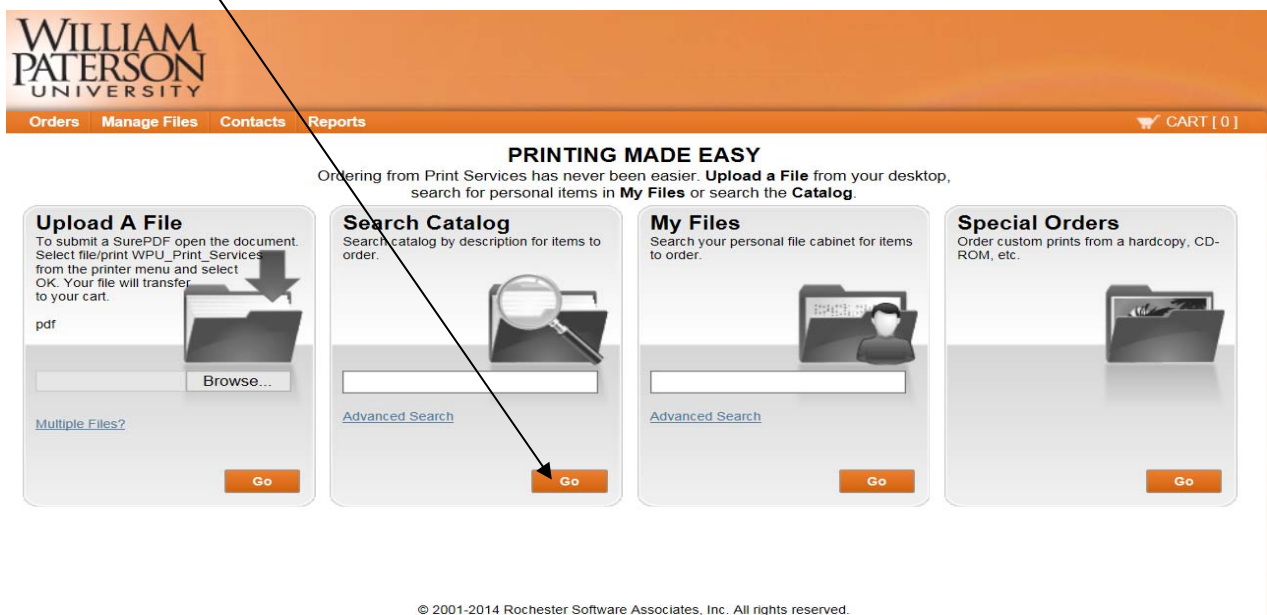# WPUNJ Print Services

HOW TO: Submit a print request for copies of Evaluation Forms for Tenured and Non-Tenured Faculty

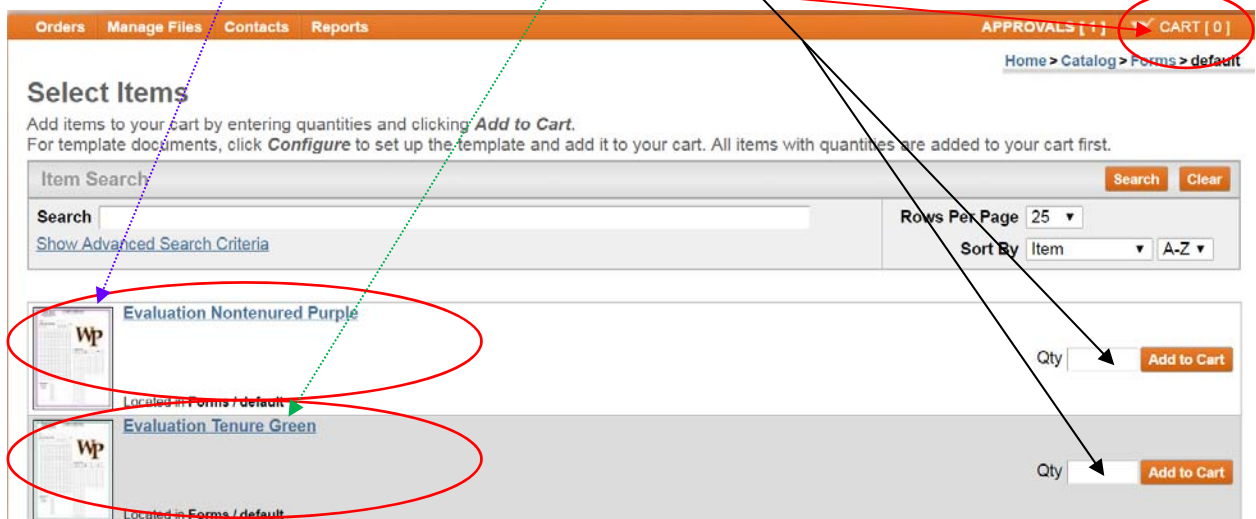1. Access the WPUNJ print services job submission site and login using your WPConnect username and password: https://printservices.unv.campus.wpunj.edu/

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

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

3. Select **FORMS** then **DEFAULT**:
4. The **Evaluation Forms** will appear within the catalog
   NOTE: Select Purple for **Non-Tenured** and Green for **Tenured**
5. Select the quantity you desire and click on add to cart
6. Then click on your cart to checkout

7. Specify the deadline and delivery information here:

8. Click on **lookup** and enter **Information Technology** in the Dept. name field (as listed below).


9. Click **Search** and select Information Technology for billing. It will then populate the appropriate FOAP in to the billing code field here. Select **Place 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