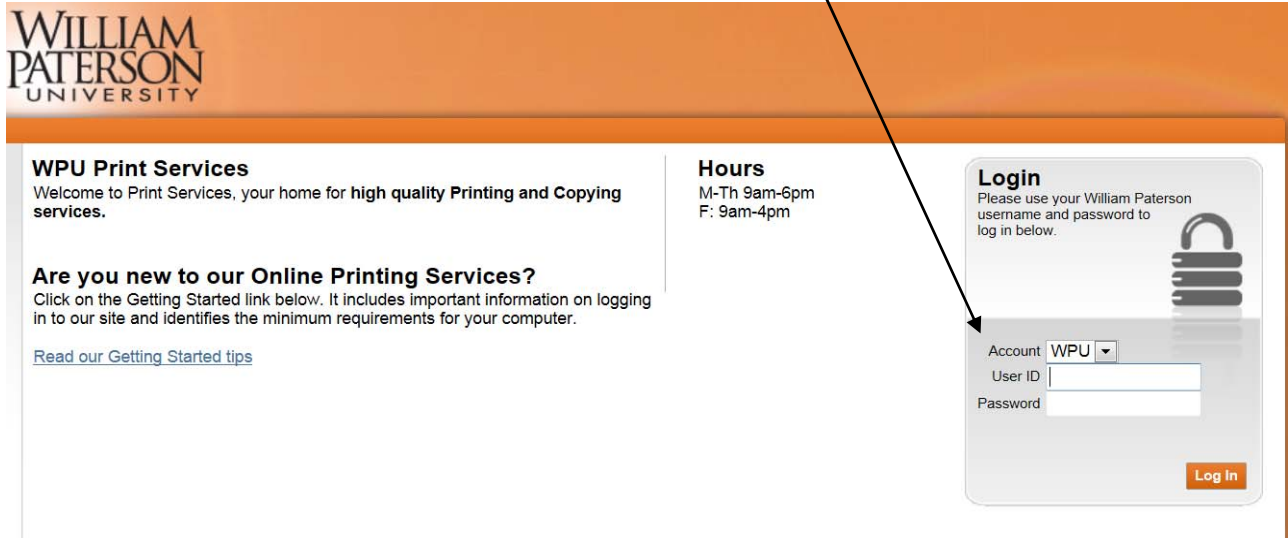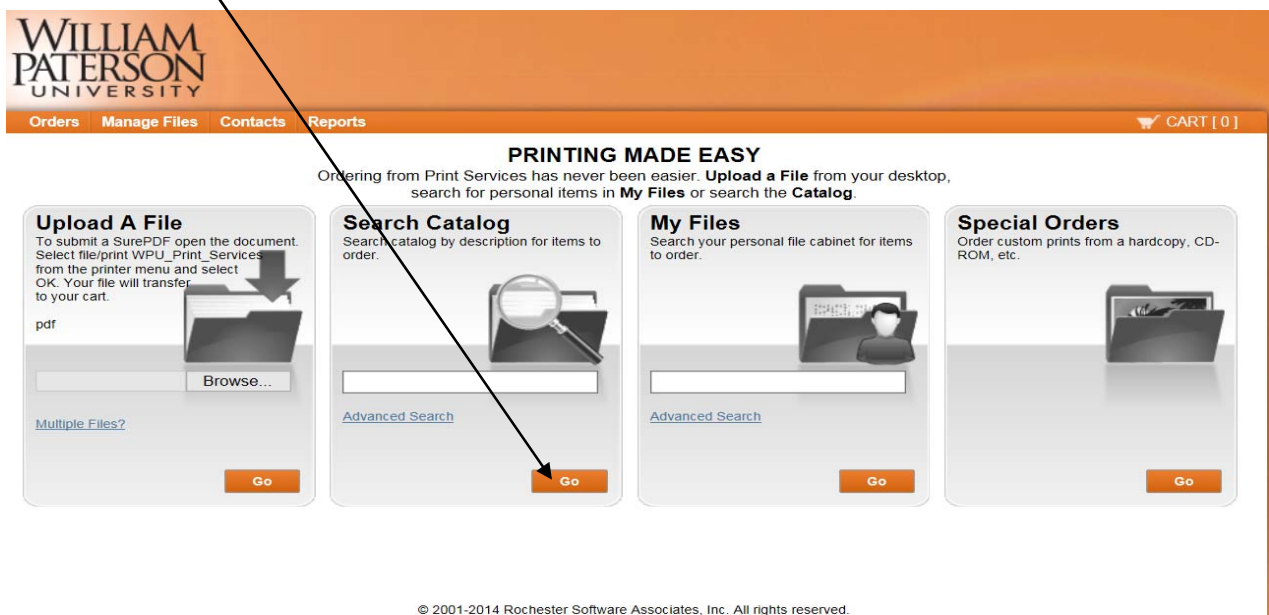# WPUNJ Print Services

HOW TO: Submit a print request for copies of the
General Purpose Answer Sheet that has replaced the Scantron.

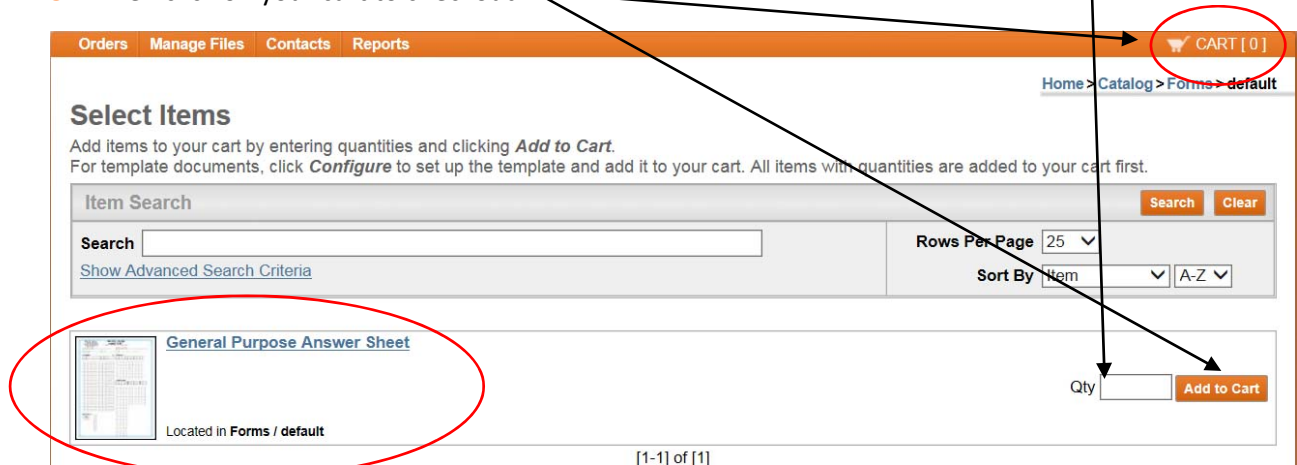1. Access the WPUNJ print services job submission site and login using your WPConnect username and password: https://printservices.unv.campus.wpunj.edu/

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 General Purpose Answer Sheet will appear within the catalog. Select the quantity you desire and click on add to cart.
5. Then click on your cart to checkout

HOW TO: Submit a print request for copies of the
General Purpose Answer Sheet that has replaced the Scantron.

6. Specify the deadline and delivery information here:

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

8. 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**

9. 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