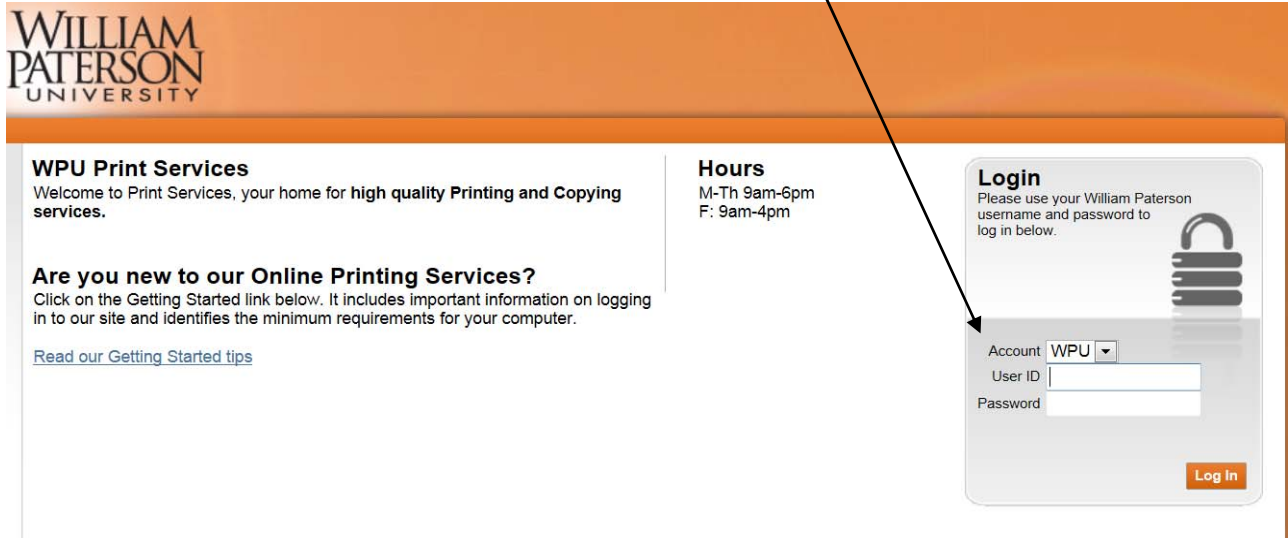


WPUNJ Print Services

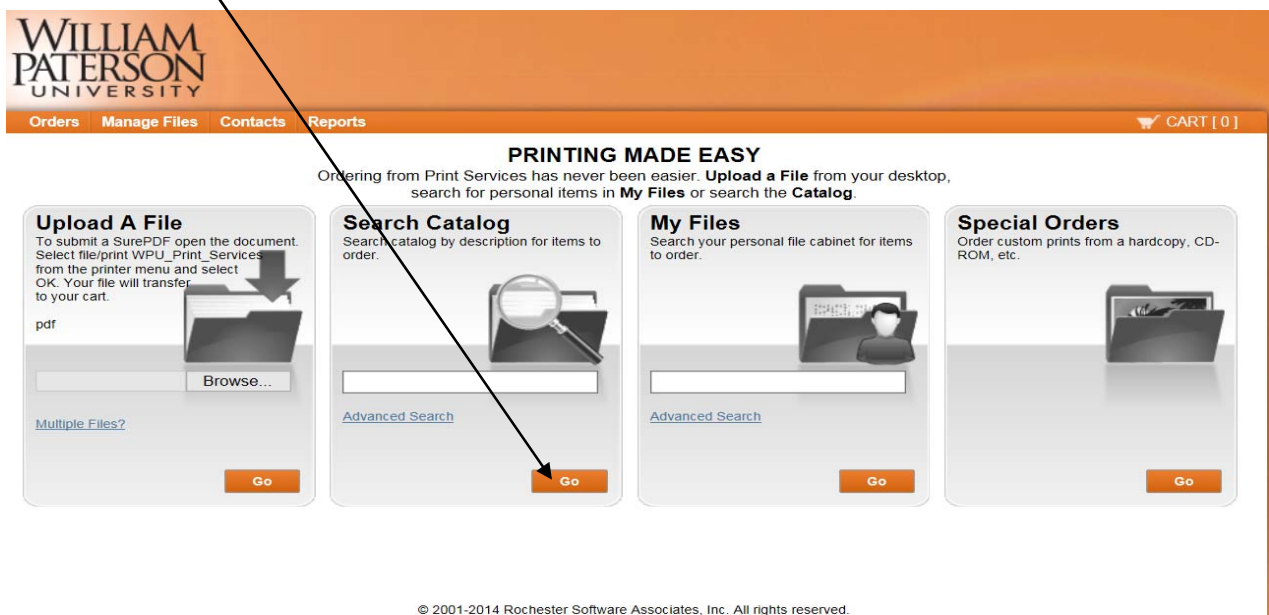
HOW TO: Submit a print request for copies of the General Purpose Answer Sheet that has replaced the Scantron.

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

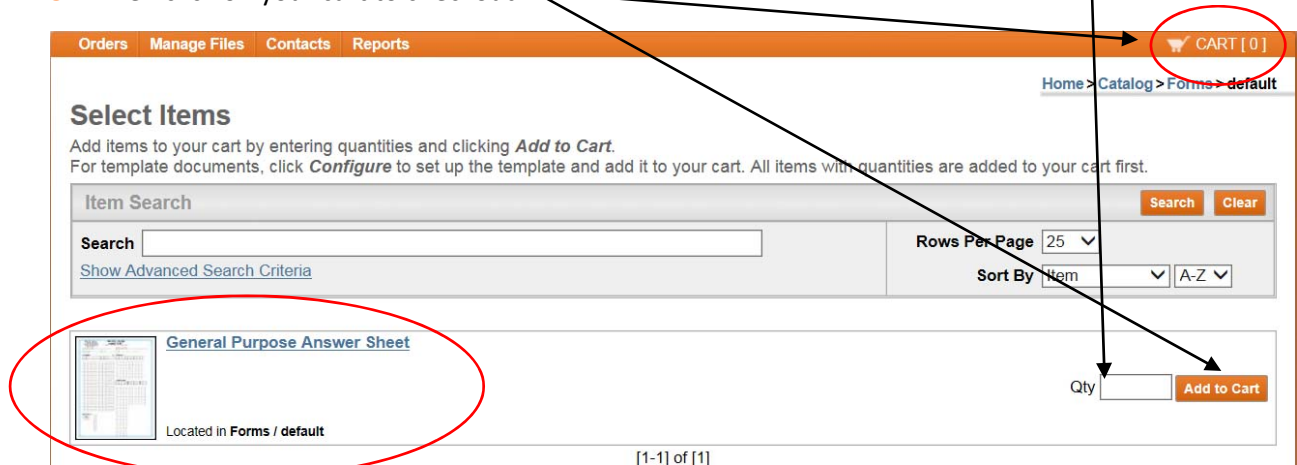
You can also Log into WConnect and Select Employee Apps/General Info/Print Services Submittal Form



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



3. Select **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



WPUNJ Print Services

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:

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
Technology Services
Job Title
Technology Services
300 Pompton Road
Wayne, select
select

Select a Shipping Method:
 Pick up during business hours

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
Technology Services
Job Title
Technology Services
300 Pompton Road
Wayne, select
select

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

[Enter billing instructions for this order](#)

Start a New Cart **Continue Shopping** **Place Order**

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

Account Code Lookup

Enter the FOAP (no spaces) Search Clear

or Dept. name

Please enter a filter selection and click Search.

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**

Billing Information
Laurie Nyulassy
Technology Services
Job Title
Technology Services
300 Pompton Road
Wayne, select
select

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

[Enter billing instructions for this order](#)

Start a New Cart **Continue Shopping** **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