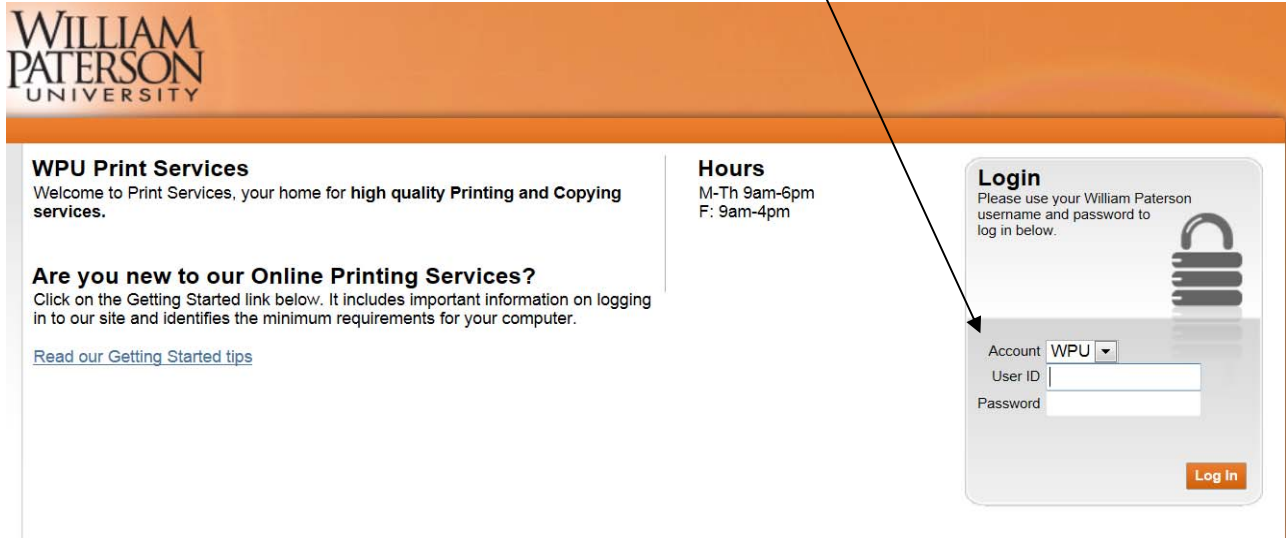


WPUNJ Print Services

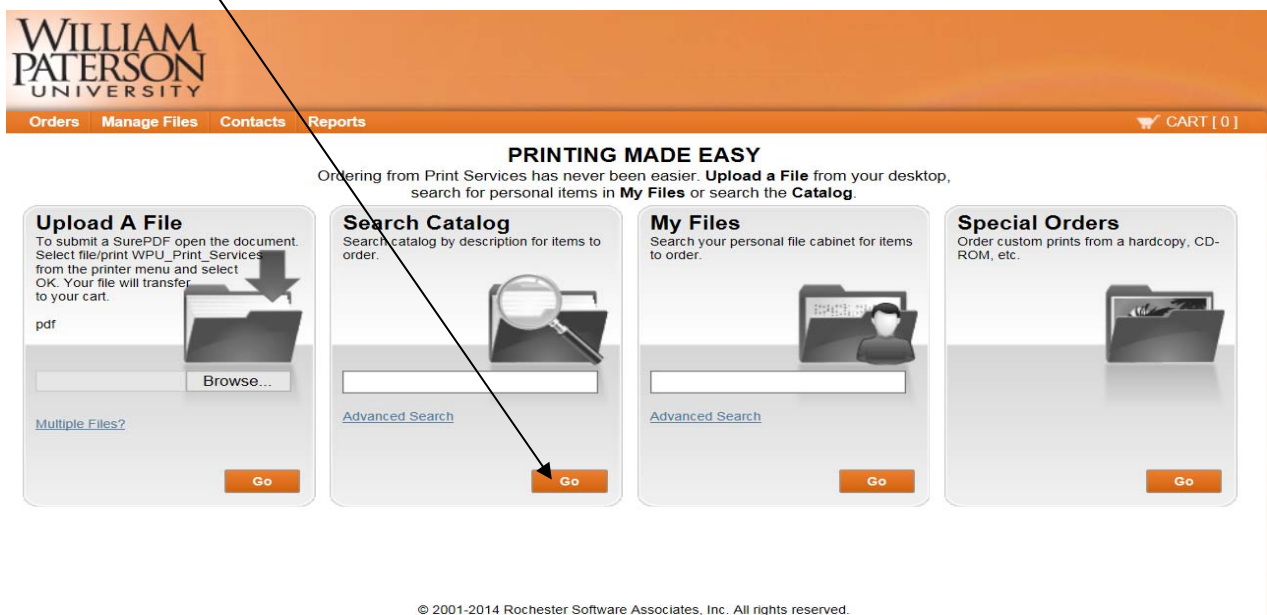
HOW TO: Submit a print request for copies of Evaluation Forms for Tenured and Non-Tenured Faculty

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

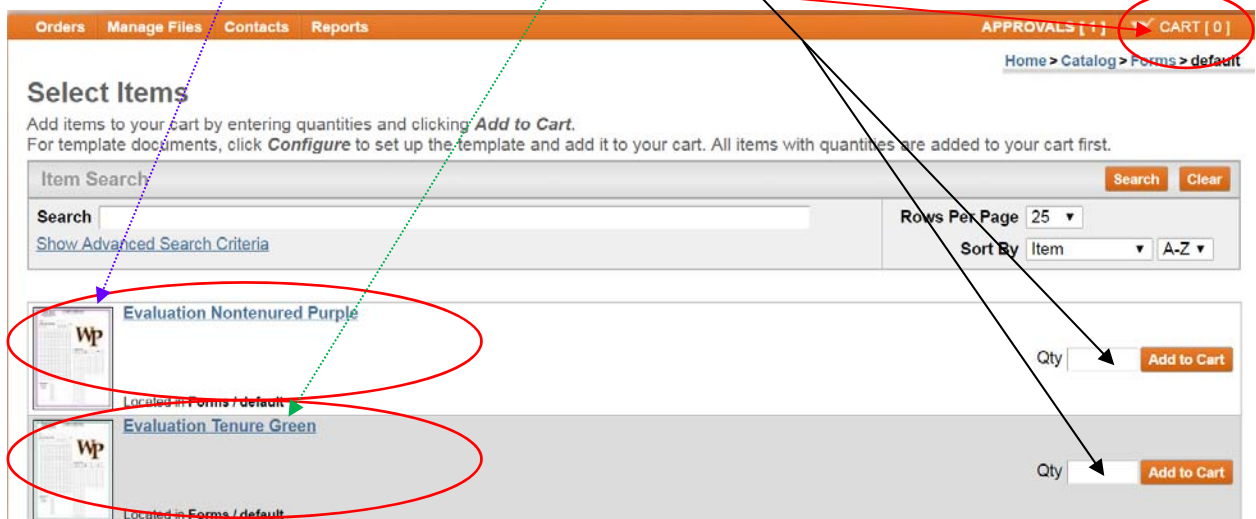
You can also Log into WPConnect and Select Employee Apps/General Info/Print Services Submittal Form



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



WPUNJ Print Services


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

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 Click the price to view the cost details

Select Billing Codes for Payment

FOAP Number

[Enter billing instructions for this order](#)

8. Click on **lookup** and enter **Information Technology** 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 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  Order Estimate \$9.30
Technology Services
Job Title
Technology Services
300 Pompton Road
Wayne, select
select Click the price to view the cost details

Select Billing Codes for Payment

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