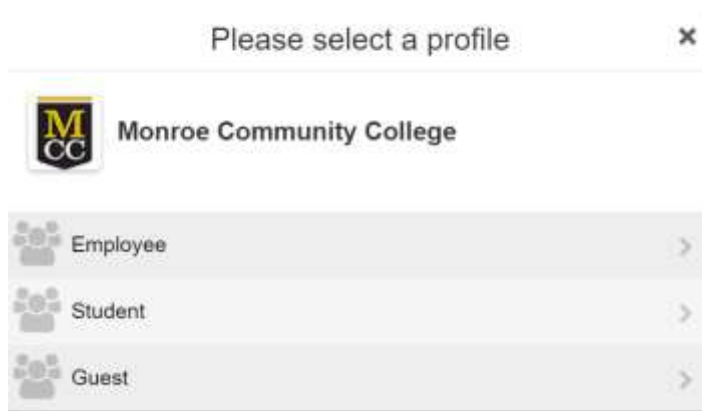


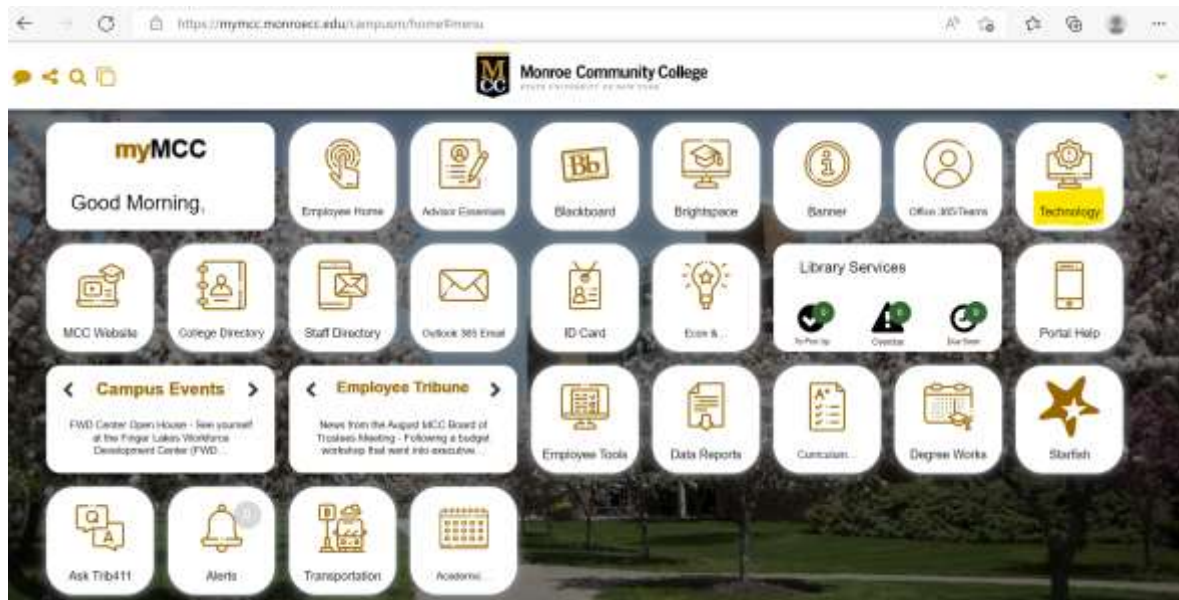


Printing Services Requests

1. Log into myMCC at mymcc.monroec.edu and select the Employee profile.



- Then follow the steps to enter your e-mail, password and approve sign-in request for multifactor authentication.
2. Once on the homepage, click the Technology tile.



3. Then click on the **Technology Services & Requests** tile.



4. Under “**Technology Service Support & Requests**” click on Submit a Print Shop Request and that’ll take you to the online request form.



5. Click the button for the type of request you want to submit (New Work Order, New Business Card order, New Copy Paper Order, New Graphics Order). Fill out your request and hit submit.

