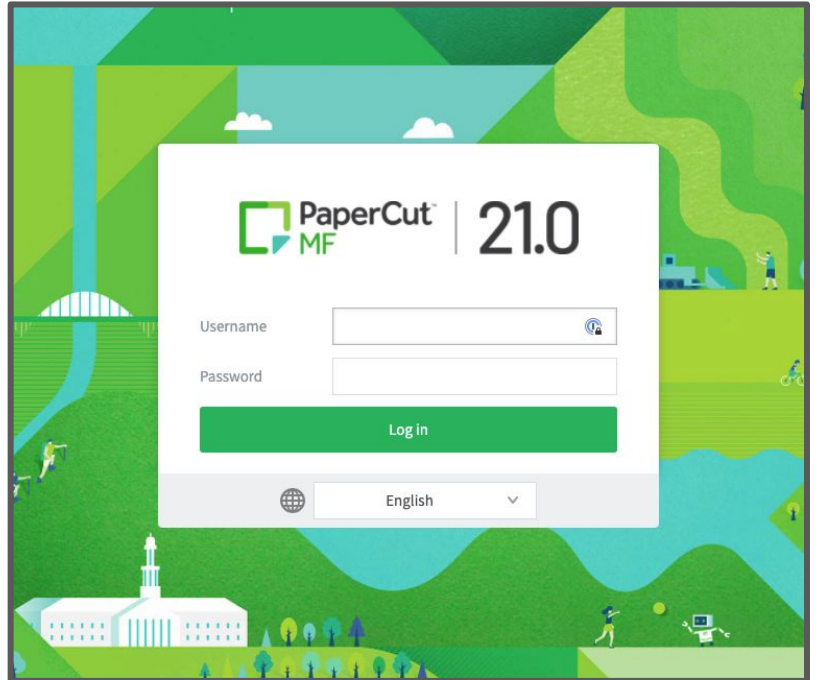


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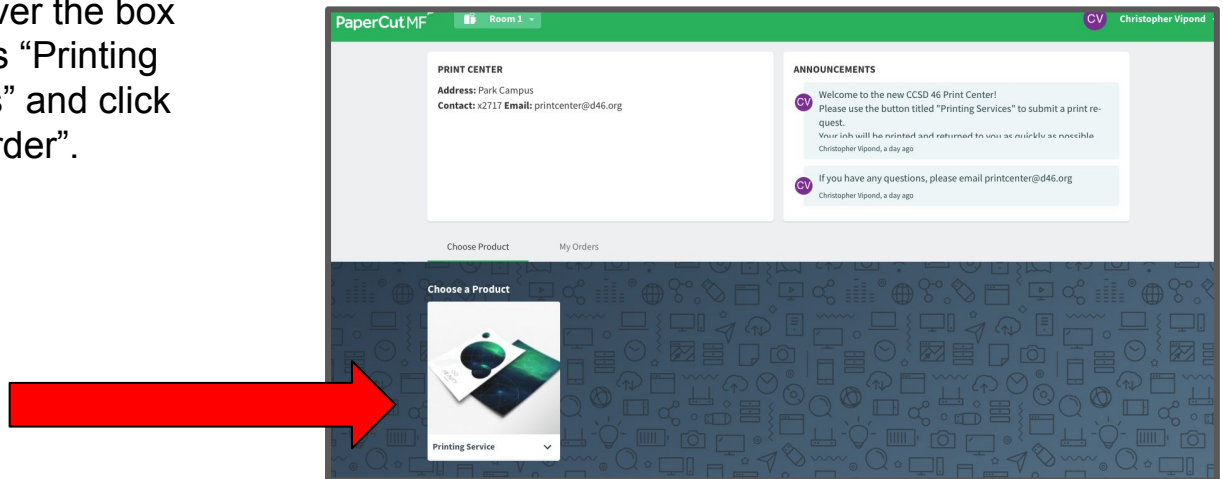
How to Submit a Print Center Request

All print center requests must be made using this system.

- 1) Visit **printcenter.d46.org** from within the district.
- 2) Sign in using district email address and email password.



- 3) Hover over the box that says "Printing Services" and click "Start Order".



[OVER]

- 4) Upload your document and complete each section of the form. When complete, click submit

New Printing Service

Files

Drag & drop file here

Attach file

Details

Title

Copies

Pages

Paper stock No Option Selected Please Select >

Single or double sided Double sided >

Color Grayscale >

Cancel Submit