

# Online print request through MyPlan portal

October 19, 2013 - Information Technology

## STEP 1 – How to access this online request form

### Logging in at home

Open the web browser and enter the following website address. <http://myplan.elac.edu>. From home it will prompt for you to login. Please enter your "Administrative" account. Note: This is the same account you use to log into your Admin email. **This is not the ACE account.**

**Note:** You will have to enter your username in the following format:

**Username:** elac\_adm\username (old domain users) | elacadm\username (new domain users)

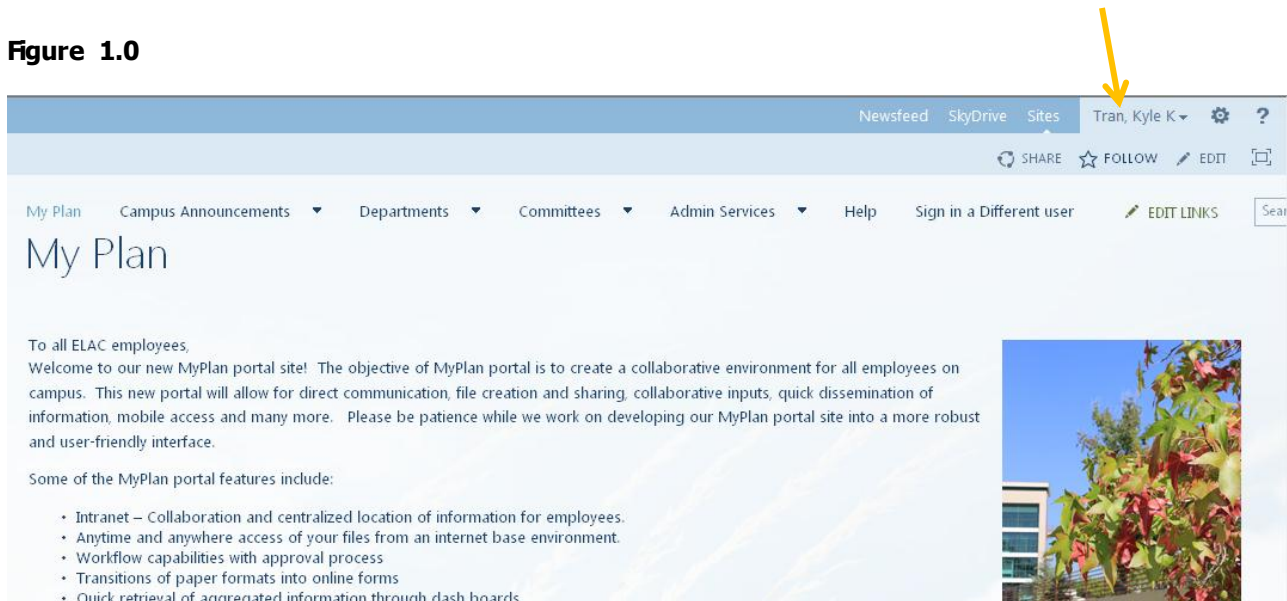
**Password:** Your Administrative Password

### Login at Work

After you log into your computer, open your web browser and enter the following address <http://myplan.elac.edu>, being on the campus network the portal will recognize you and automatically log you in.

Once you are logged in, your username will be displayed at the top right corner. (Figure 1.0)

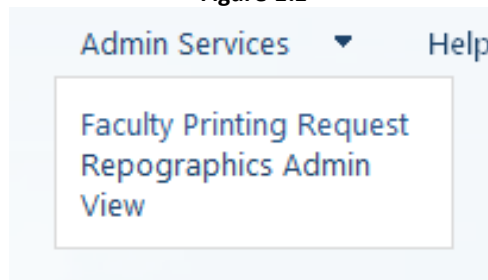
Figure 1.0



## STEP 2 – To make a print request

1. On the My Plan portal site (myplan.elac.edu), put your cursor on top of Admin Services menu bar. From there you can you can select Faculty Printing Request. (Figure 1.1)

Figure 1.1



2. Please review the reprographics department service procedures.

3. Click on the button "Print Request Click here". (Figure 1.2)

Figure 1.2





4. Complete the form (Figure 1.3), the field with the red \* indicates a required field.

Figure 1.3

**Faculty Print Request**

Submit Clear

Requester:   

Department: Please indicate which department are you from.

Request Description:


Special Instructions:

Color Copies:  Please check if this print request requires to be color copies.

**Note:** Color copies require the approval of the Dean. Once you submit this print request a notice will be sent to your dean. You will be notified if they approved or denied.

No. of Copies:

No. Of Originals:

Date Needed:  

Phone Number:

Print Type:

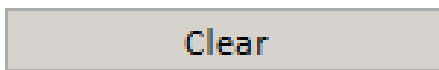
Paper Color:

Paper Size:

**Department \***  
**Attachment \***

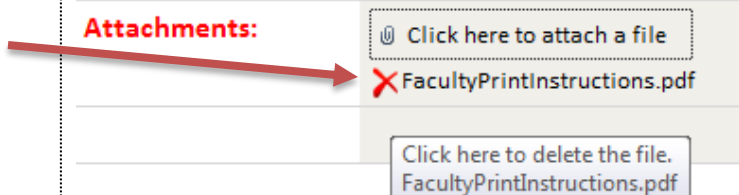
Once you are done, **CLICK ON SUBMIT.**

**If you need to clear the text fields, click on the clear button.**



5. To delete attachment or replace attachment click on the red X icon.

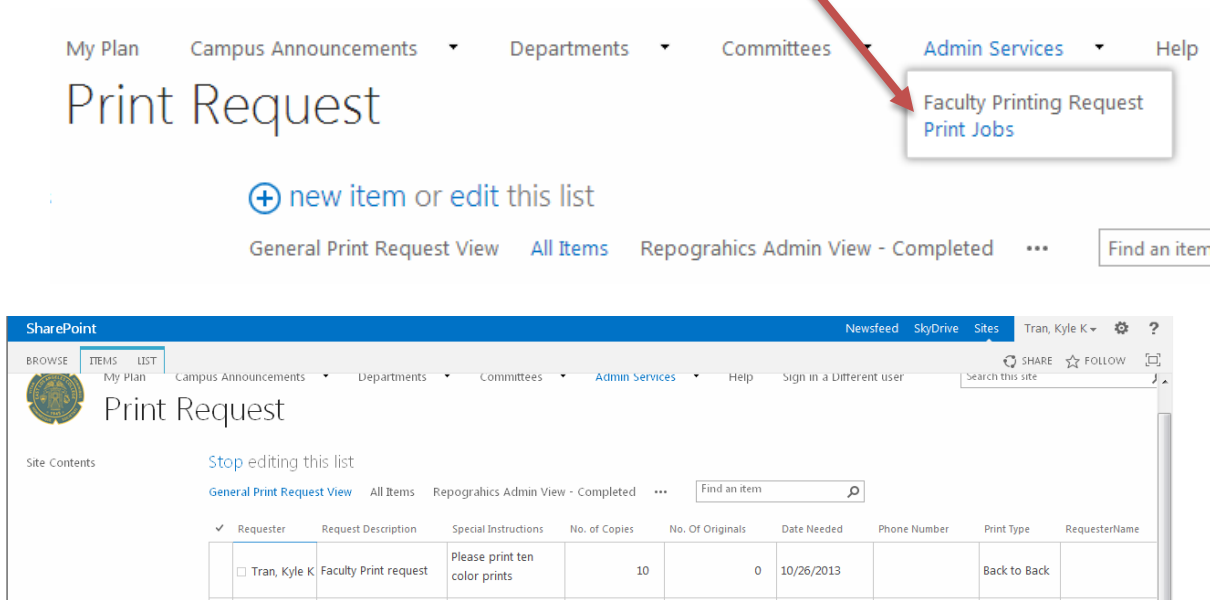
**Attachments:**



### STEP 3 – Print Status

Once the print request has been processed by the reprographics department, you will receive an email from the Admin Service account to notify you that the print job is done. You can also preview the status by looking at your print requests queue located under “Print Job”. (Figure 1.4)

Figure 1.4



### DELETING A PRINT REQUEST

To delete a print request, go to the Admin Services hyperlink and click on the “Print Job”. On the page, click on the ellipsis “...” to open the menu option to delete that particular print request. (Figure 1.6)

Figure 1.6

