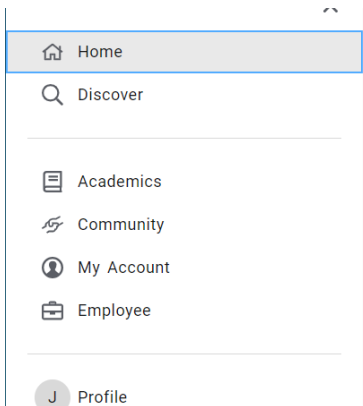


How to find Stationary Order Form

Go to my.slcc.edu and log in

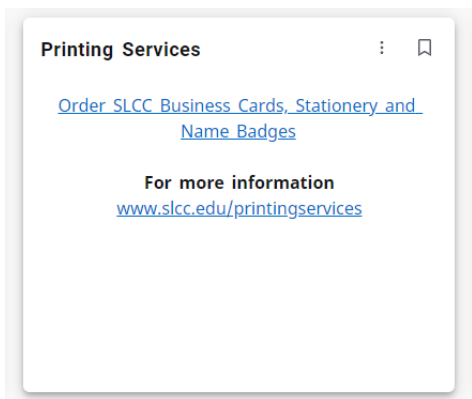


Next to the SLCC logo in the upper left-hand corner there is a **Main Menu**



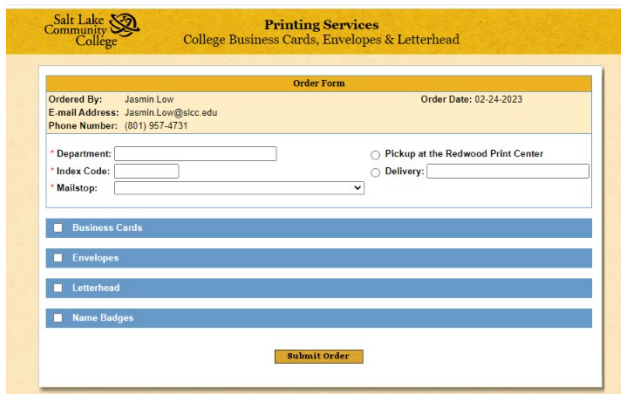
When you click on this button it shows all of the pages

Please select **Employee**



When you get to the Employee page, you have to scroll down, and you will see a widget names **Printing Services**

Click on the “Order SLCC Business Cards, Stationary and Name Badges”



Order Form

Ordered By: Jasmin Low Order Date: 02-24-2023
E-mail Address: Jasmin.Low@slcc.edu
Phone Number: (801) 957-4731

* Department: Pickup at the Redwood Print Center
* Index Code: Delivery:
* Mailstop:

- Business Cards
- Envelopes
- Letterhead
- Name Badges

Submit Order

When you get to the Order form, all you need to do is select the item that you want and fill out the appropriate information.

When all is complete hit **Submit Order!**