Submitting Your SPH Research Day Poster File Online at Printing Services

• Go to http://www.printing.umn.edu/
  o Click on “Place a printing order” http://www.printing.umn.edu/tools/printingorder.html.
    ▪ Click on “Main Shop” if asked.
    ▪ Click on Submit a Job and click “Yes” to submitting for a new printing project

• Log-In to Account:
  o To log-into the account, please use:
    ▪ USERNAME: researchday
    ▪ PASSWORD: Posters2015 (case sensitive)

• Submit Your Job:
  o Please review this information carefully—Listed are only the fields you need to complete and the others can be left blank.
    ▪ There are a number of “Special Instruction” fields that will allow you to further explain.
  o FIELDS:
    ▪ Delivery Information:
      ▪ The delivery information should be “A302 Mayo”.
    ▪ Route to: Main Printing
      ▪ For Sales Rep: please choose GS---Gary Stoll
    ▪ Date Desired:
      ▪ For early submissions please choose a date about 5---6 days after your submission. This will allow us to print multiple posters at a time.
    ▪ Description:
      ▪ Your first and last name should be the first words in your poster description.
        Your name and email are critical and a phone number is optional.
    ▪ Finished Size:
      ▪ Indicate the actual finished size of your poster.
    ▪ General Instructions:
      ▪ Large Format
    ▪ Other Fields:
      ▪ Please fill out anything extra in special instructions
      ▪ Indicate the platform of your file and the program.

• QUESTIONS?
  o If you have questions about your poster, contact the Office of Alumni Relations at sph-alum@umn.edu.