

Log into **My.Scranton**

Click on **Employee/Faculty Tab** (Left side of page)

Click on **Royal Printing** (Middle of page)

Click on **Gray Box** that says "**Click HERE to Sign in via My.Scranton**". When you use Royal Printing for the first time only, you will be asked to fill in all of your information. If there is something that does not pertain to you, just type "**none**". Once you fill in your info, **save** it.

Click on **Order**.

Click on "**Basic and Fast Copy Services**" or "**Printing**". Fill out all information that pertains to your job and **attach** your file.

Click **Add To Cart**, Click **Check Out**, Click **Place Order**.

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