

Testing Services Courier Requests

It's easy to submit your own request for a Courier Service Delivery to University Testing and Scanning Services.

All you need is a computer, access to the Web and a printer.

1. Access the Courier Service website: <https://sclapprod.asu.edu/courier/>
2. Click on the Internal Ship button.
3. Sign on with your ASURITE ID and password.
4. On the Internal Shipment screen, your name is displayed. If you wish to use a different sender's name, click the "Name" link in the Sender Name box.
5. On the Sender Name screen, type the last name of the sender. Press **Search**.
6. Click on the sender's name. Press **Select**.
7. On the Recipient Name box, click on the "Location" link.
8. On the Recipient Location, type in "9999" or "Testing". Press **Search**.

9. Click on "9999 Testing Services". Press **Select**.
10. You may ignore the Description of Item section or you may enter **Special Instructions** for the courier staff only.
11. Press **Enter**.
12. Print the courier slip by using the "Print" button on your browser.
13. Securely tape the courier slip to

the top of your envelope and drop it in the dropbox marked "Department Use Only" at the following campus locations:

TEMPE: Hayden Library, 1st Floor, near Circulation Desk
DOWNTOWN: University College, Third Floor, Room 300

If you have courier questions, please contact ASU Courier Services at 480.965.1263. For testing questions, please contact Testing and Scanning Services at 480.965.7146

<http://cfo.asu.edu/mail>