Submit a 3D print request to the MakerBot Innovation Center using PaperCut Job Ticketing
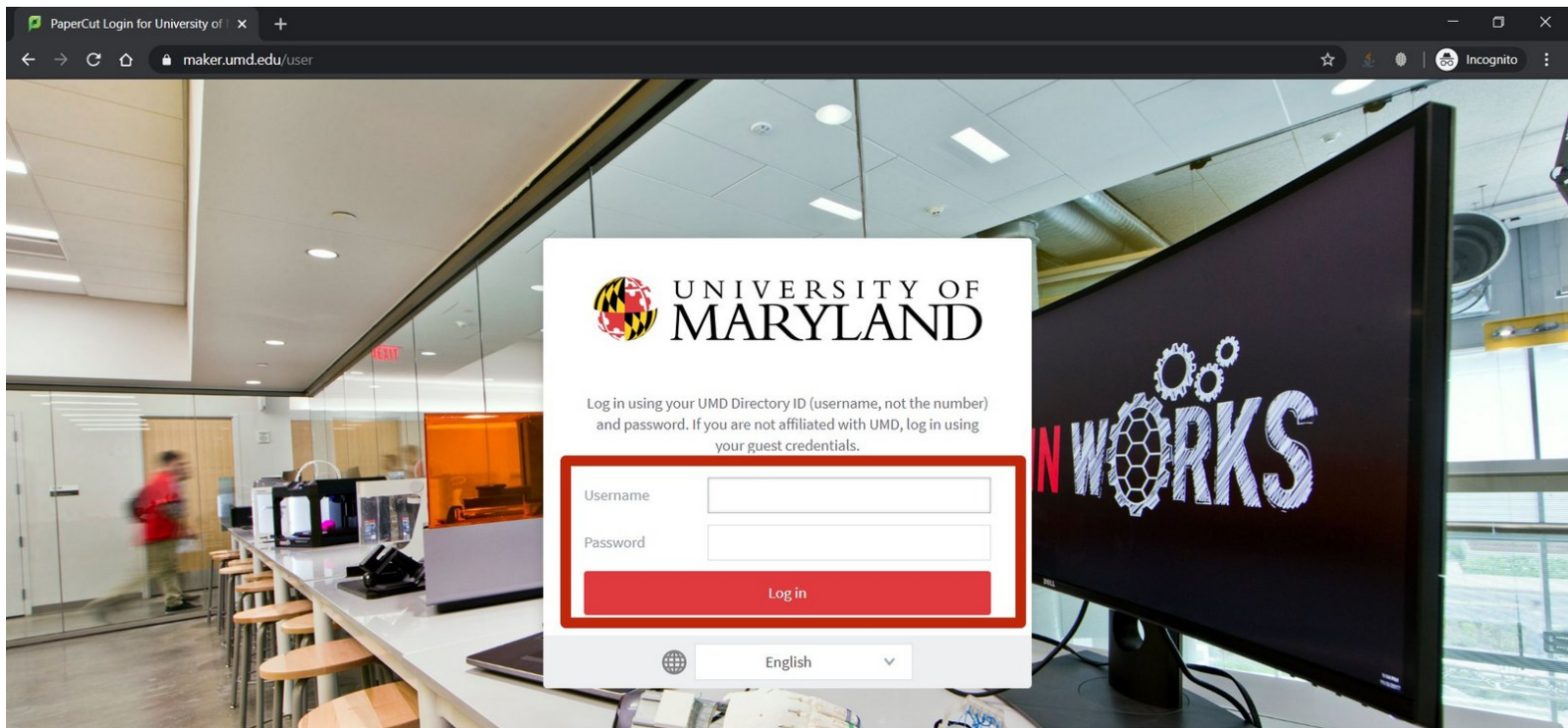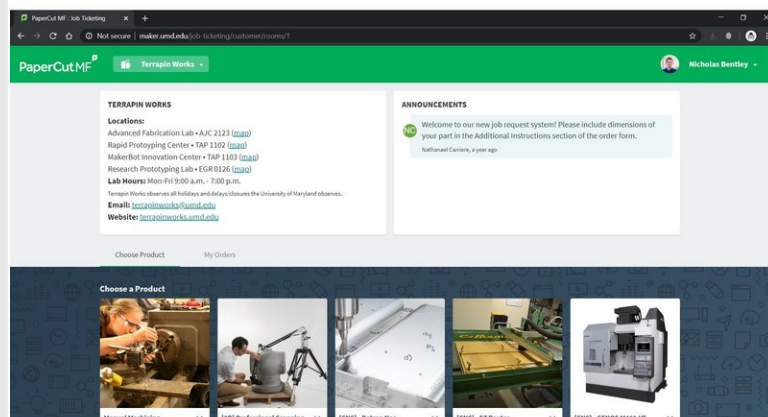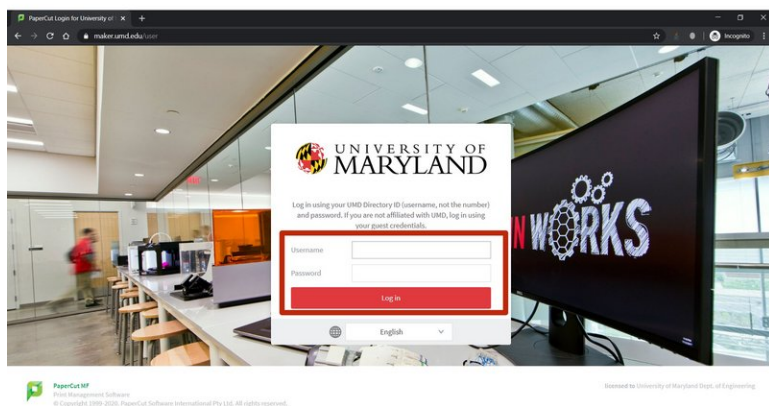
Written By: Nicholas Bentley

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Step 1 — Log in to PaperCut Job Ticketing

- Open a web browser and go to https://go.umd.edu/submit.
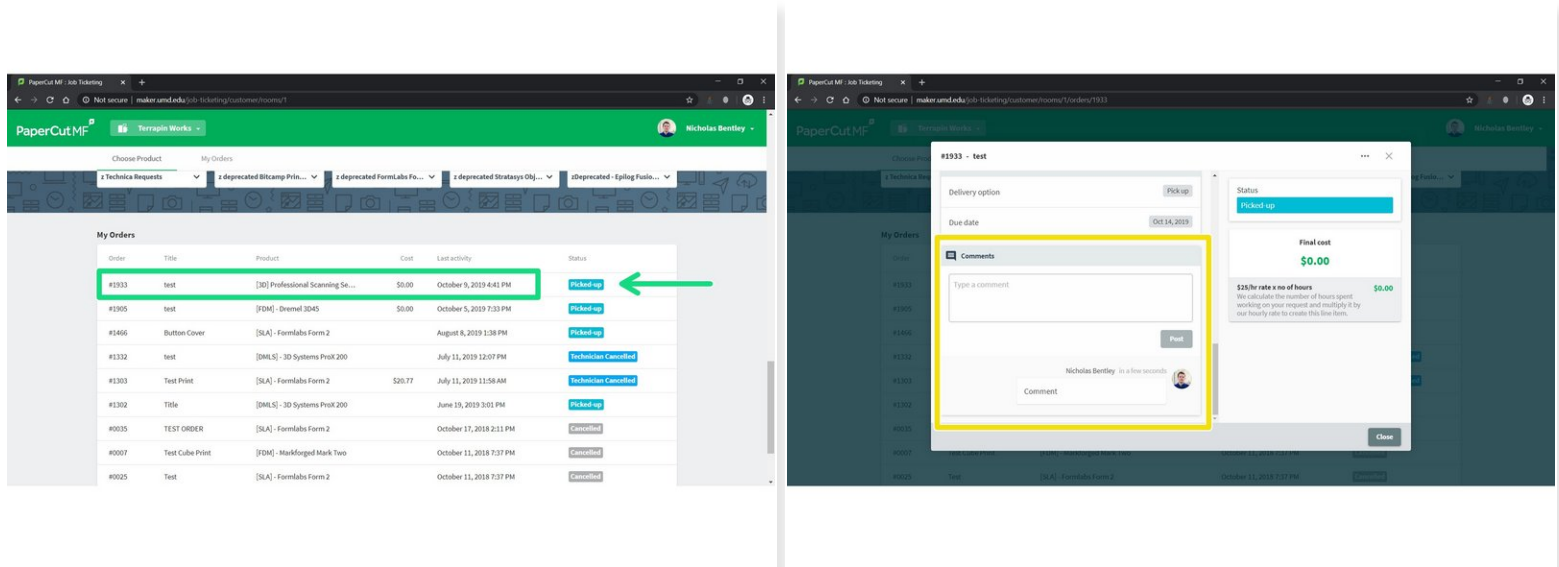
- Use your Directory ID and password to log in.

- You will be brought to the PaperCut Job Ticketing order screen.

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Step 2 — Start a MakerBot 5th Gen order
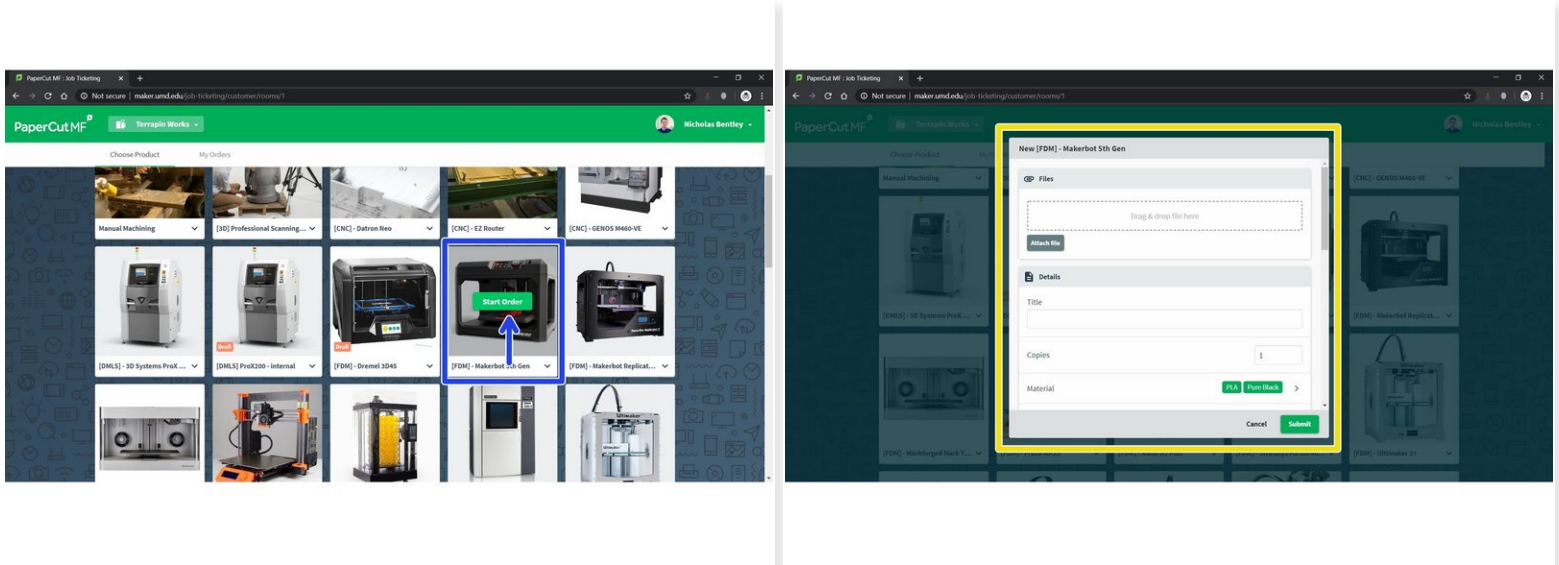
- Scroll down until you find the product **[FDM] MakerBot 5th Gen**. Click the green **Start Order** button when hovering over the product.

- Complete the order form and submit your order.

  - (i) Be sure to include your part dimensions in the **Additional instructions** section on the order form.

    - Attach your files, provide a title for the order, specify color options, add notes, and optionally specify a due date.

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Step 3 — Use PaperCut Job Ticketing to communicate with our staff

- While your order is processed, use PaperCut Job Ticketing to communicate with our staff.

- Click on an existing order at the bottom of your screen to open the detail view.

- Scroll to the bottom of the detail view to add comments to your order and communicate with our staff.

⚠ **Do not** reply to emails from the system. They will not be associated with your order.

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Step 4 — Pick up your completed job at the MIC

- ⭐ You will receive emails to communicate the status of your print request.

- When your print has been completed, it will be available for pickup at the MakerBot Innovation Center in the TAP building.

- This part of the process remains the same for our customers.

You have successfully completed the guide on requesting a MakerBot Innovation Center print job through PaperCut Job Ticketing.

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