How to submit a basic 3D print request

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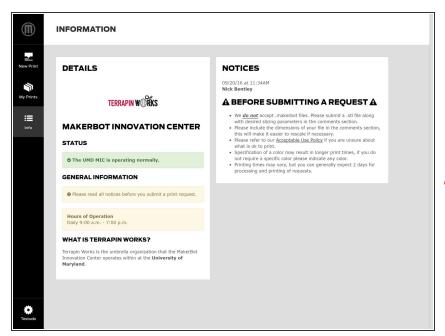

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Step 1 — Log in to the Innovation Center Management Platform

- Browse to ter.ps/icmp.

- Authenticate through CAS.
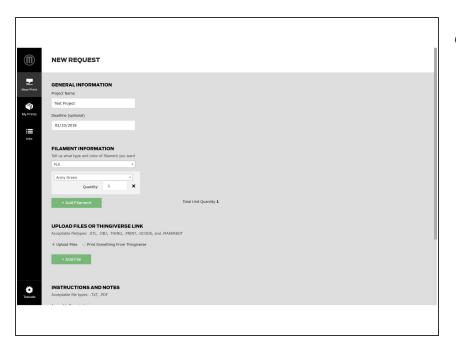
- You will land on the info page of the ICMP.

⚠ Make sure you review any posted notices prior to moving forward.
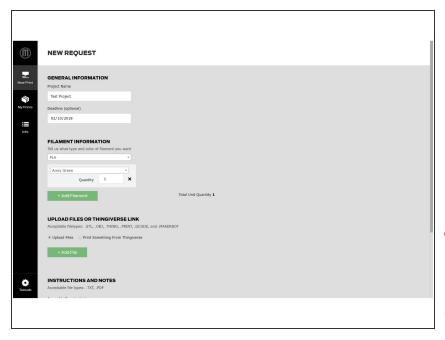
Step 2 — Start a new print request

- Click the **New Print** icon in the upper left corner of the screen.

- You will be brought to the print request form.

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Step 3 — Complete the print request form

- Complete all of the required fields and optional fields where you have the information.

  - Give the request a **project name**.

  - Optionally, include a **deadline**.

  - Optionally, specify a preferred **filament color**.

  - Upload your **STL file(s)**.

  - Set the **quantity** to be printed for each uploaded file.

  - Optionally, attach instructions.

  - Optionally, include any notes that will help our technicians understand your request.

Step 4 — Review the print request form

- Review the form for accuracy.
  - Did you specify the right filament color?
  - Did you set a deadline?
  - Did you specify the correct quantity?

⚠ Ensure you include the **dimensions** of your part (mm please) in the **Notes** section of the request form.

ⓘ Note that our technicians will not accept .makerbot files. **Only .STL files are accepted for printing**.

Step 5 — Confirm your print request & submit

- Review the information on the confirmation page one last time.
- Submit your print request by clicking the **green confirm button**.

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Congratulations, you now know how to submit a basic 3D printing request on the MakerBot Innovation Center Management Platform. This is always where we recommend people new to working with Terrapin Works start their journey with us.

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