



# Testing Services

## Courier Requests

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.



Courier Request

1. Access the courier services website:

[sclappprod.asu.edu/courier](https://sclappprod.asu.edu/courier)

2. Click on the **Courier Request** button -> Log in with ASURITE ID & Password

### 3. Internal Shipment

4. Verify Sender Name or type in **you Name** or your Mail Code

5. Recipient Info: **9999** -> Select Testing Services from dropdown.

6. **No need to fill in Courier Info section.**

7. Print and include with exam bundle so that it is visible through the clear plastic bag.

8. Deposit exams into one of the drop box locations below.

### ASU Courier Request

Request Type\*

Internal Shipment

#### Sender Info

Sender Name or Location/Mail Code\*

Your Name or Mail Code Here

#### Recipient Info

Recipient Name or Location/Mail Code\*

9999|

9999 Testing Services

#### Tempe

Hayden Library  
1st Floor, near  
Circulation Desk

#### Downtown

University College  
Third Floor  
Room 300

#### Polytechnic

Santa Catalina Hall  
SANCA  
Room 233

Call ASU Courier Services at **480-965-1263** or visit [cfo.asu.edu/mail](https://cfo.asu.edu/mail) for inquiries.