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: **sclappprod.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.
5. On the **Recipient Name** box, click on the **Location** link.
6. On the **Recipient Location**, type in 9999 or Testing. Press **Search**.
7. Click on **9999 Testing Services**. Press **Select**.
8. Press **Enter**.

9. Print the courier slip by using the **Print** button on your browser.
10. 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

- **Polytechnic**
  - Santa Catalina Hall
  - SANCA
  - Room 233

Call ASU Courier Services at **480-965-1263** or visit **cfo.asu.edu/mail** for inquiries.
Call University Testing and Scanning Services at **480-965-7146** for more information.