



1. Scan document to email using the Canon copier, or print to a pdf on your computer.
2. Find login page at <http://copies.isd623.org> or click on the Copy Center Orders link at www.isd623.org/staff.
3. Login using your district username and password.
4. Select the copy code - SUBMIT
5. ORDERS – REQUEST FOR COPIES
6. Attach pdf file – UPLOAD and ORDER
7. Select REQUEST FOR COPIES
8. Select your job details – NEXT
9. Review pricing - ADD TO ORDER
10. PROCEED TO CHECKOUT
11. Enter delivery info – NEXT
12. SUBMIT FOR PROCESSING

**For help using the online ordering system, call the Copy Center at 651-604-3561.
Changes to user accounts should be submitted via a Tech Request.**