

# How to Print Requests

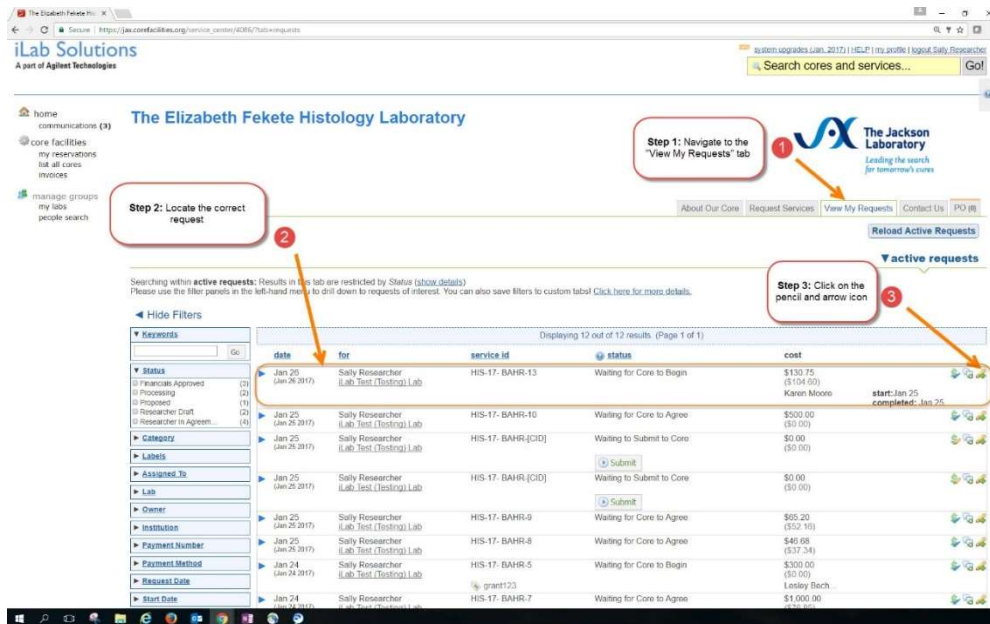
(to be done **AFTER** request has been submitted to the core)

To print a copy of your request, follow the steps below:

**Step 1:** Navigate to the “View My Requests” tab

**Step 2:** Locate the correct request

**Step 3:** Click on the pencil and arrow icon



**Step 4:** Click “Print” and verify the check boxes next to “Overview” and “Forms” are selected

**Step 5:** Click “Web” and allow all pop-ups to complete the printing process

**Step 6:** Bring the printed copy of your request to the Histology core with your specimens

