**NEW USER REQUEST FORM – TRAC SOLUTIONS**

**This form is to be completed in its entirety when requesting the setup of a new user / access on the TRAC solutions website. The TRAC Solutions website will allow you to request print / copy / posters / signs and more from the Muhlenberg University Copy Center.**

**You will need to supply us with the following information to ensure proper USERID setup and access:**

|  |  |
| --- | --- |
| **NAME:** |  |
| **E-MAIL ADDRESS:** |  |
| **PHONE NUMBER & EXTENSION:** |  |
| **DEPARTMENT:** |  |
| **BUILDING:** |  |
| **ROOM (IF APPLICABLE):** |  |
| **COST CENTER CODE:** |  |

**After completing the above table, please save your file and send it via e-mail to the** [**copycenter@muhlenberg.edu**](mailto:copycenter@muhlenberg.edu) **e-mail. We will promptly setup your user access to the website and send you your USERID & PASSWORD via e-mail so you can begin your requests.**

**Thank you and we hope to hear from you soon!**

**The Copy Center Team**