LAMC SmartCopy System Instructions

Step 1: Logging to Mission College web portal

Go to college web site at www.lamission.edu, click on Faculty & Staff, and click on Faculty & Staff Portal Access icon on the right panel.

You will be prompted to enter user name/password. User name and password are the same as your Outlook email user name and password.

Click on Login button, a welcome portal page appears. On the left panel, click on Copy Requests option.
Step 2: Submit a print job to Repro Office

In the LAMC SmartCopy System main menu, select an account if you have more than one. The system will take to the next screen to Add New Copy Request.

Click on Add New Copy Request button, the system will allow you make all available selections as you used to fill in the Repro form.
Make your selection then Click on **Continue** button to move the next page,
Click on **Browse** button to upload an electronic file in step 8.

Enter quantity wanted in step 9, then click the **Continue** button.
The last page provides a summary of your request which allows you can cancel or edit before submission.

After clicking on the Submit button, the system will generate and email you a confirmation message. Once your request is complete, you will receive another email notifying you of the status. If your original documents are in hard-copy form, you must bring your documents along with the Request ID to reprographics before your order can be processed.

LAMC SmartCopy System Notes and Guidelines

- If the amount in your account is negative, you can still submit your copy/print request. The system will generate an email to alert your department chair to increase the printing fund.

- You may have more than one account to select if you are reporting more than one department.

- The maximum size of the original document is, in general, limited to five pages. If the original document length exceeds five pages, the request will have to be approved by your department before it is processed.

- You can always cancel or edit your request until Reprographics opens and begins processing your order.