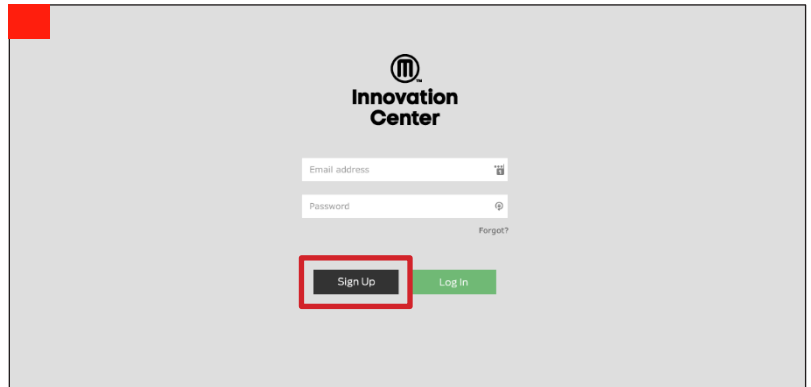


SIGNING UP FOR AN ICMP ACCOUNT

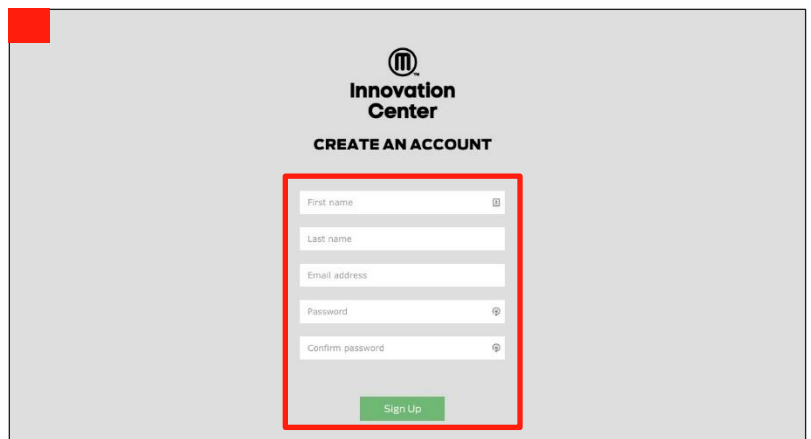
Open your Internet browser and go to
<https://keio.innovationcenter.makerbot.com>.

Click on **Sign Up**,

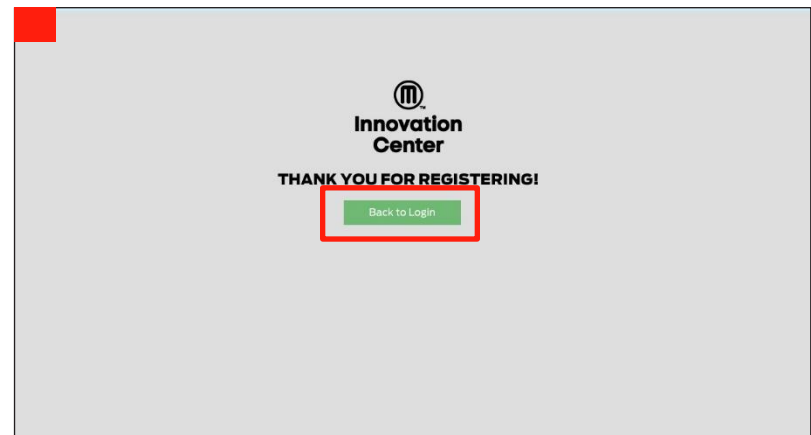


Fill out the form. Then click **Sign Up** again.

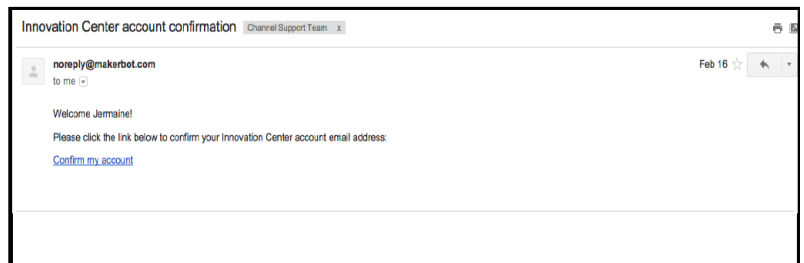
Please note that only emails with a valid school domain can be used for your login credentials, "john.smith@sfc.keio.ac.jp".



After signing up you will receive an email with an authentication link. Click on the link to complete the sign up process. Once you authenticate it, your ICMP student account will be ready to use.



Note: If you do not receive an email within a few minutes of creating your account, please check your spam folder.

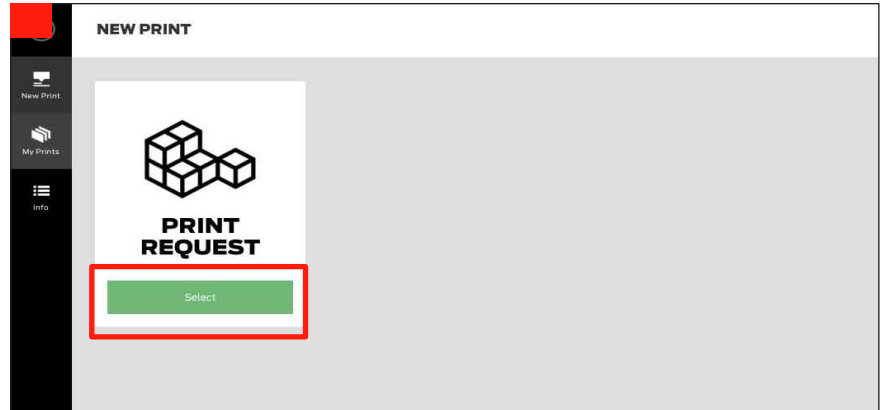


SUBMITTING A PRINT REQUEST

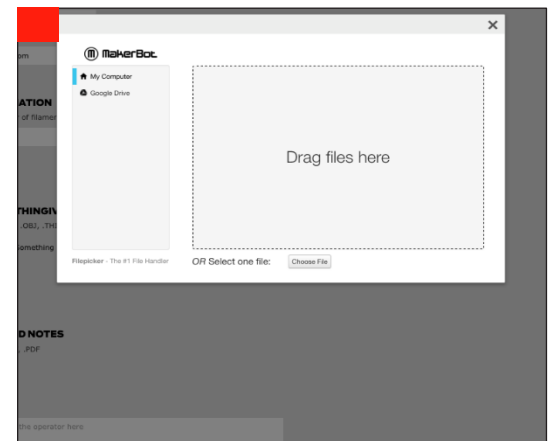
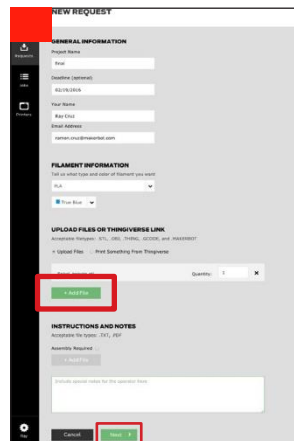
Log in to the ICMP using your ICMP student account. Once logged in, you'll be taken to the home screen. This is where you will submit your print requests, view your print history, as well as any info your school may share with you regarding the Innovation Center.

REQUESTING A PRINT

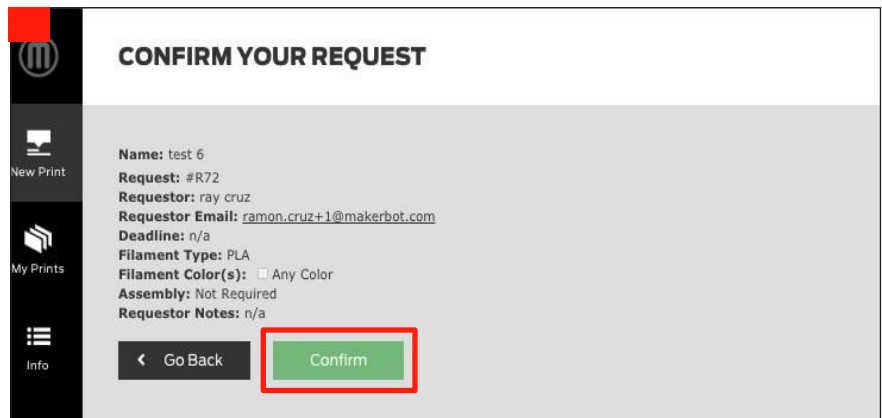
- Click **Select** underneath print request.



- Fill out the request form
- Click **Add File**. Browse or drag the file directly in to the browser window. Add notes or assembly instructions if needed by either filling out the text box or uploading a text document.

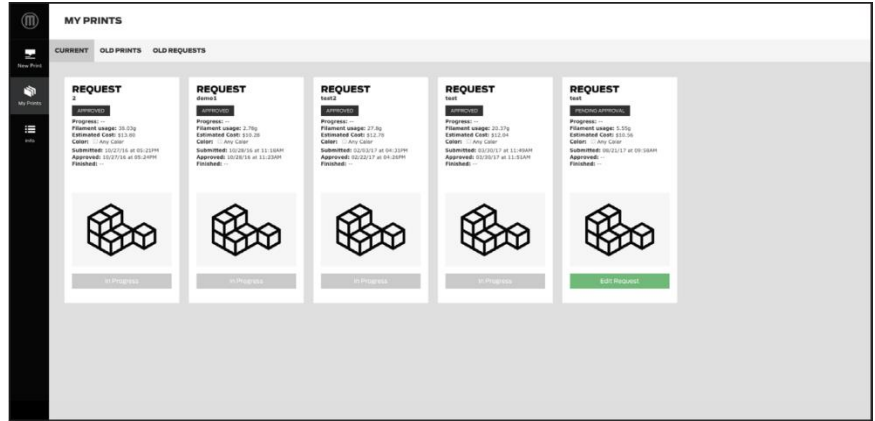


- Click **Next** to continue. Review your request and click **Confirm** or go back to edit if needed.



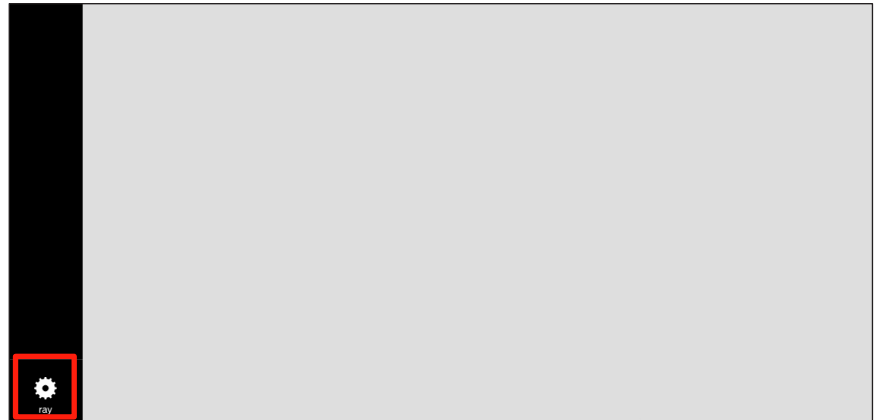
REVIEWING YOUR PRINTS

To edit a print request or view your print history, click **My Prints**. Here you can see current prints, old prints, and old print requests.



EDITING YOUR PROFILE

To edit your profile click the gear icon in the lower left. From here you can visit MakerBot's Help and FAQ pages.



Click "edit profile" to visit your account profile page. Here you can customize your basic user information.

