



MECHANICAL & NUCLEAR ENGINEERING

INNOVATION LAB

VCU MNE MakerBot Innovation Center Management Platform (ICMP)

SIGNING UP FOR AN ICMP ACCOUNT

1. Open your internet browser and go to:

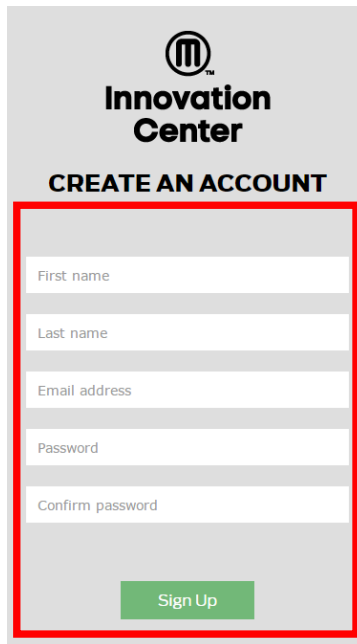
<https://vcumne.innovationcenter.makerbot.com/>

The screenshot shows a web browser window with the URL <https://vcumne.innovationcenter.makerbot.com/>. The page features the MakerBot logo (a stylized 'M' in a circle) and the text 'Innovation Center'. Below this is a sign-up/login form with two input fields: 'Email address' and 'Password'. To the right of the 'Password' field is a 'Forgot?' link. At the bottom of the form are two buttons: a black 'Sign Up' button and a green 'Log In' button.

2. Click on **Sign Up**

This is a close-up view of the sign-up/login form from the previous screenshot. The 'Sign Up' button is highlighted with a red rectangular border, indicating the next step in the process.

3. Fill out the “Create An Account” information and click Sign Up Again. Please note that only emails with a valid school domain can be used for your login credentials, i.e., cartincp@vcu.edu



Innovation Center
CREATE AN ACCOUNT

First name

Last name

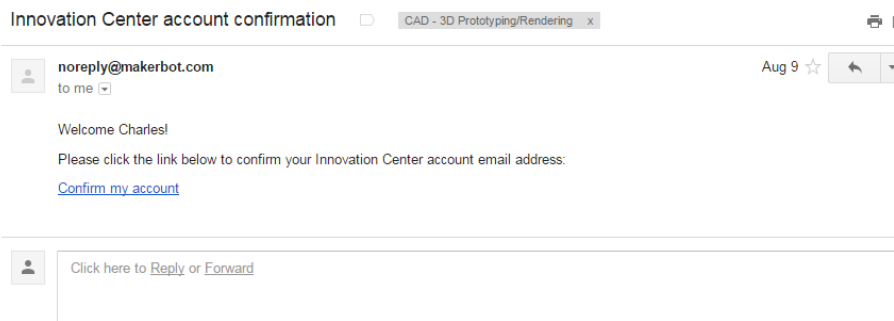
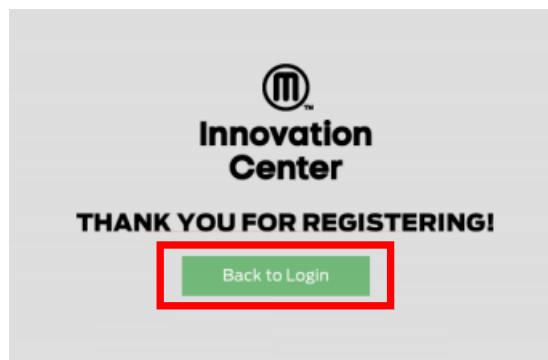
Email address

Password

Confirm password

Sign Up

4. 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 the account you created then your VCUMNE 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

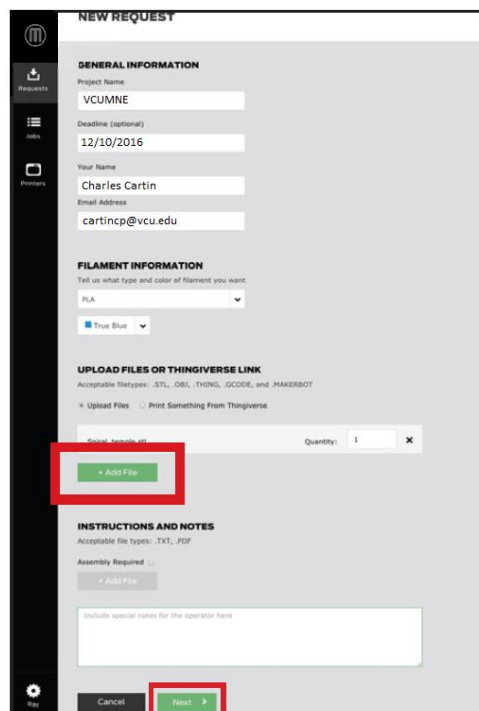
Log-in to the VCUMNE ICMP (<https://vcumne.innovationcenter.makerbot.com/>) using your ICMP student account. Once logged in, you will be taken to the home screen. This is where you will submit your print requests, view print history, as well as any information that the VCUMNE ICMP may share with you regarding the Innovation Center.

REQEUSTING A PRINT

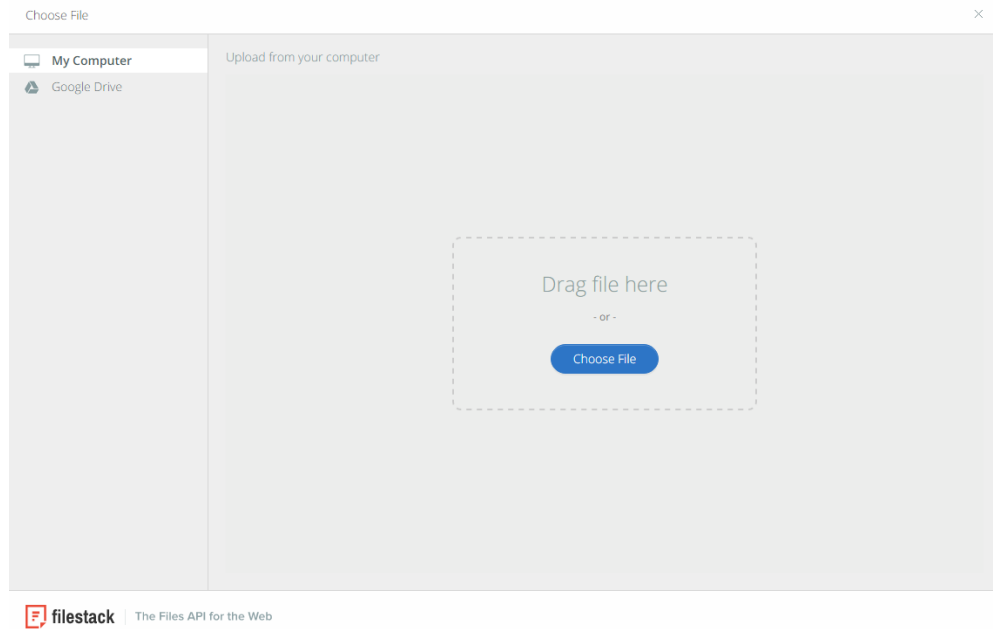
1. Click **SELECT** underneath Print Request



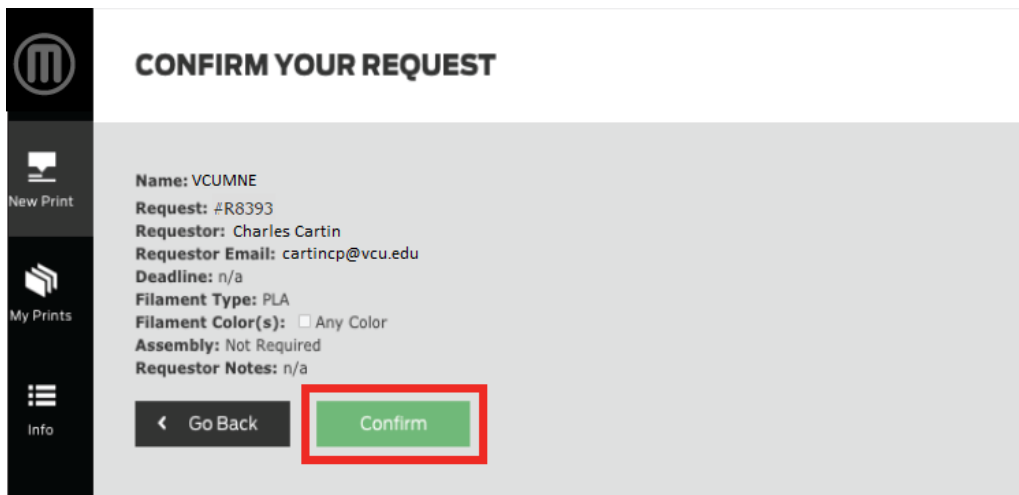
2. Fill out the Request Form

A screenshot of the 'NEW REQUEST' form. The form is divided into several sections: 'GENERAL INFORMATION' with fields for Project Name (VCUMNE), Deadline (optional) (12/10/2016), Your Name (Charles Cartin), and Email Address (cartincp@vcu.edu); 'FILAMENT INFORMATION' with a dropdown for filament type (PLA) and a color selection (True Blue); 'UPLOAD FILES OR THINGIVERSE LINK' with a file upload area and a quantity field (1); and 'INSTRUCTIONS AND NOTES' with a text area for special notes. The 'Add File' button in the upload section and the 'Next' button at the bottom are both highlighted with red rectangular borders.

3. Click **ADD FILE**. Browse or drag the file directly to the browser window. Add notes and/or assembly instructions if needed by either filling out the text box or uploading a text document.

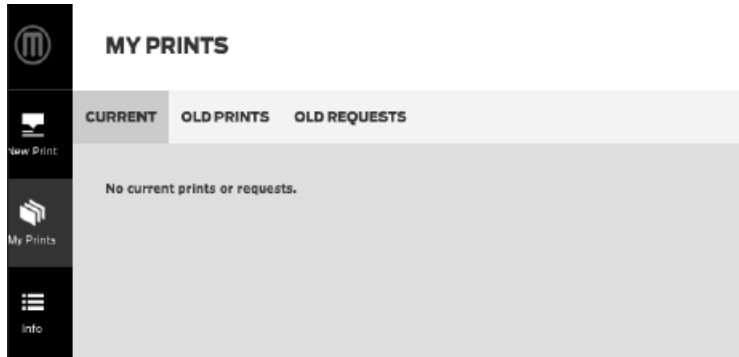


4. Click **NEXT** to continue. Review your request and click **CONFIRM** or back to edit if needed.



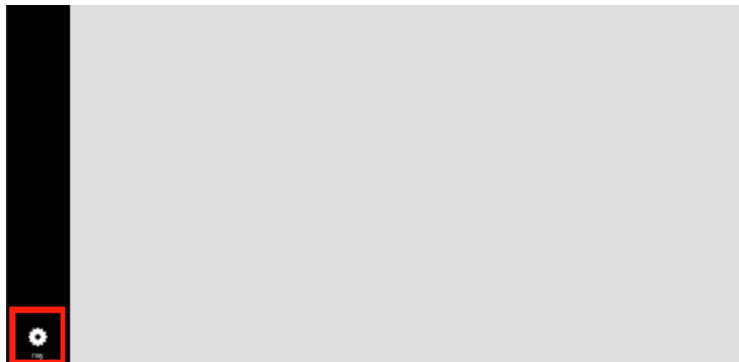
REVIEWING YOUR PRINTS

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 corner. 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.

