Go to [https://dlc-scanning.unl.edu](https://dlc-scanning.unl.edu) and click to log in with your My.UNL account credentials.

### ORDER EVALUATION SCANNING

1. **Evaluation Order**
   - **Your Information** should be pre-filled with your name, phone number, email and department. You'll need to enter your campus address.
   - **Evaluation Information** – Enter the number of course packets you’ll have, select which form you’ll use and how you’d like to receive the results. Click **SUBMIT**.

2. **You’re Done!**
   Write down your Evaluation ID number (provided in the green box). You must bring this with you when you drop off the evaluation(s) so it can be matched with the information you provided.

3. **Bring your evaluation(s) and Evaluation ID** to Scanning Services, located in the southeast corner of the Adele Coryell Hall Learning Commons (Love Library North) during the hours of 9:00 am to 5:00 pm Monday-Friday. You can also use the after-hours drop box located by the east elevator of the Learning Commons.