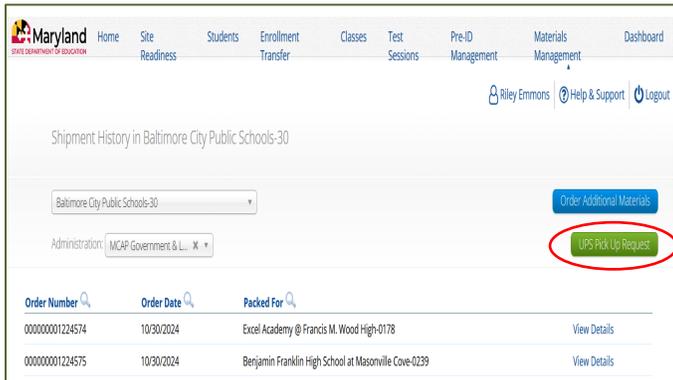**MCAP** Maryland Comprehensive
Assessment Program

Instructions for Requesting UPS Pick Up of Test Materials

Once testing is complete, all secure paper test materials must be returned to Cognia. The materials management page has a tool where schools can request to have a UPS driver come and pick up their packed boxes.

1. On the Materials Management tab, click on the button "UPS Pick Up Request".

2. The Administration will already be pre-populated. Next type in the tracking number from one of the Return Service (RS) labels that was included in your shipment.

The tracking number can be found in the middle of the RS label. *(If you did not receive or misplaced the RS label from Cognia, you can order one from the additional materials ordering screens or contact the Help Desk at 1-866-207-8804 and a representative will place an order for you.)* You should have received one RS label for each test materials box that was shipped to your school.

3. The name and address of your school will automatically populate. Now fill in the appropriate boxes with your name, phone number, the requested pick up date (must be at least the next business day), the hours that someone will be available at your school, the total number of boxes being returned, and any special instructions for the UPS driver (for example; "second floor", "go to the loading dock", etc.) Use the middle section if the location for pick up has a different address than the pre-populated school address. NOTE: *Any corrections to the shipping address will be verified by Cognia and MSDE.*

Pickup Request By:
Name:	Mardela Middle and High
Street Address:	24940 Delmar Rd
City:	Mardela Springs
State:	MD
Zip Code:	21837
* Contact Name:	
* Phone Number:	XXX-XXX-XXXX
* Pickup Date:	MM/DD/YYYY
Business Hours:	8:30 AM To 4:30 PM

Pickup Name/Address (If different from Name/Address listed above):
Name:	
Street Address:	
City:	
State:	--Select--
Zip Code:	

Package Information:
RS Tracking #:	1Z0W876A9007393370
* No. of Boxes:	
Instructions:	

[Back] [Place Pickup Request]

Instructions
1. Enter Contact Name and Phone Number.
2. Enter the Date of Pickup.
3. Enter Business Hours (time frame for which your business is open).
4. Enter Pickup Address information ONLY if different from the Pickup Name/Address listed above. Please note that PO boxes are not allowed.
5. Enter the total number of boxes you are returning.
6. Please indicate in Instructions where in the building the packages will be located (i.e. Main Office, Guidance Office, etc.).
7. Click the "Place Pickup Request" button.

4. Place the pickup request by clicking the button at the bottom of the page. Review your information on the next page, then, click the Confirm Pickup Request button at the bottom of the page to confirm your request.

Your pickup request is not yet complete. Please review your request then click the "Confirm Pickup Request" button below to confirm, or click the "Back" button below to go back and edit your request.

Pickup Request By :
Name:	Sample High School
Street Address:	123 Demo Road
City:	Any Town
State:	MD
Zip Code:	89031
Contact Name:	Jane Smith
Phone Number:	123-533-6242
Pickup Date:	02/09/2016
Business Hours:	08:30 AM - 04:30 PM

Pickup Name/Address (Changed from the above) :
Name:	
Street Address:	
City:	
State:	
Zip Code:	

Package Information :
RS Tracking #:	1Z0W876A8700545680
Total # of Boxes:	15
Special Instructions:	Boxes located in Guidance office.

[Back] [Confirm Pickup Request]

5. Once you confirm the request, UPS will be scheduled to come to your location.

THANK YOU

Please refer to the Key Dates Document for administration dates and deadlines.

If you have any problems with the online system, contact the Help Desk at **1-866-207-8804.**