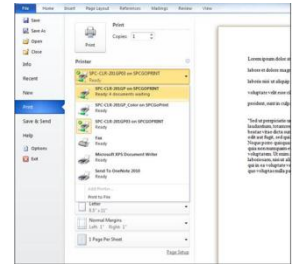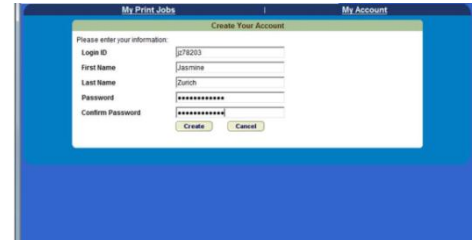# Create a GoPrint Account

Step 1. Bring up GoPrint

- Bring up a document; select **File** and then **Print**.
- Confirm the print options: black and white printing is 10 cents and color printing is 50 cents.
- Select **Print** again and the **GoPrint** screen will automatically pop-up, say yes to the first pop up about the certificate.

Step 2. Sign Up and Create your GoPrint account

- Enter and e-mail (personal or student). Click **Sign Up**.
- Enter a **Login ID**, **First Name**, **Last Name**, and **Password**.
- ***Please write your user name and password down***, if you forget the librarian can look it up for you.
- Click **Create**.

Step 3. Sign into your GoPrint Account

- Enter the **Login ID** in the box **Username**, enter your **Password**, and click **Sign In**.
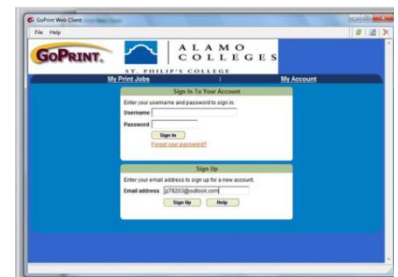
Step 4. Add Money to your GoPrint Account

- *Credit/ Debit ($2 min)*
    - In the upper right box click the button that says **Add Value** & follow the prompts.
    - The account number is the large number on the front of your debit/credit card.
- *Cash*
    - Use the keyboard in front of the **GoPrint Add Value Machine**.
    - Enter your **Login ID** for the **Account Number** and your **Password** for the **PIN**.
- The Add Value Machine accepts $1, $5, $10 and $20; it does not give change - the entire value of the bill will be deposited to your account.
- The Add Value Machine does not accept coins.
- The Add Value Machine DOES NOT give back change –*Change for coins or large bills are available at the Business Office in the Welcome Center.* (Change is not available after 5pm)

Step 5. Printing your document

- The GoPrint screen will show a print job and next to the print job will be an empty box. Click that box: a check will appear, then click **Click to Print**.
- ***Do not click "Pay at Station" - it will delete your print job.***
- Your document may take a few minutes to print, ***Don't Panic*** if it does not print immediately.
- Remember to **Log Off** or other students may be able to use your account.
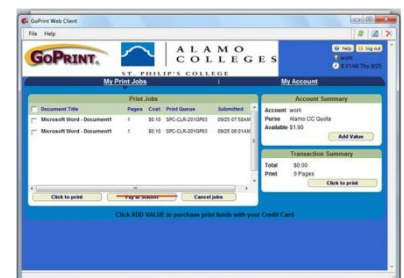
Hint:

- GoPrint will not print more than 25 pages at once. After the first time you press Print, go to Settings, Page, and choose 1-25, 26-50, etc. until all the pages you need are printed.