# **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.
- <u>Please write your user name and password down</u>, 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.
  - o 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 –<u>Change for coins or large bills are available at the</u> <u>Business Office in the Welcome Center.</u> (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.



• 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.



	Create Your Account	and the second se
Please enter your informat	ion:	
Login ID	jz78203	
First Name	Jasmine	
Last Name	Zurich	
Password		
Confirm Password		
	Create Cancel	



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