

GoPrint

Coming to ALL Computer Labs!

Starting FA13 - Non-Credit Instructions

Soft Rollout for Fall 2013: Students WILL NOT be charged for printing but will still have to login to GoPrint to start learning the process.

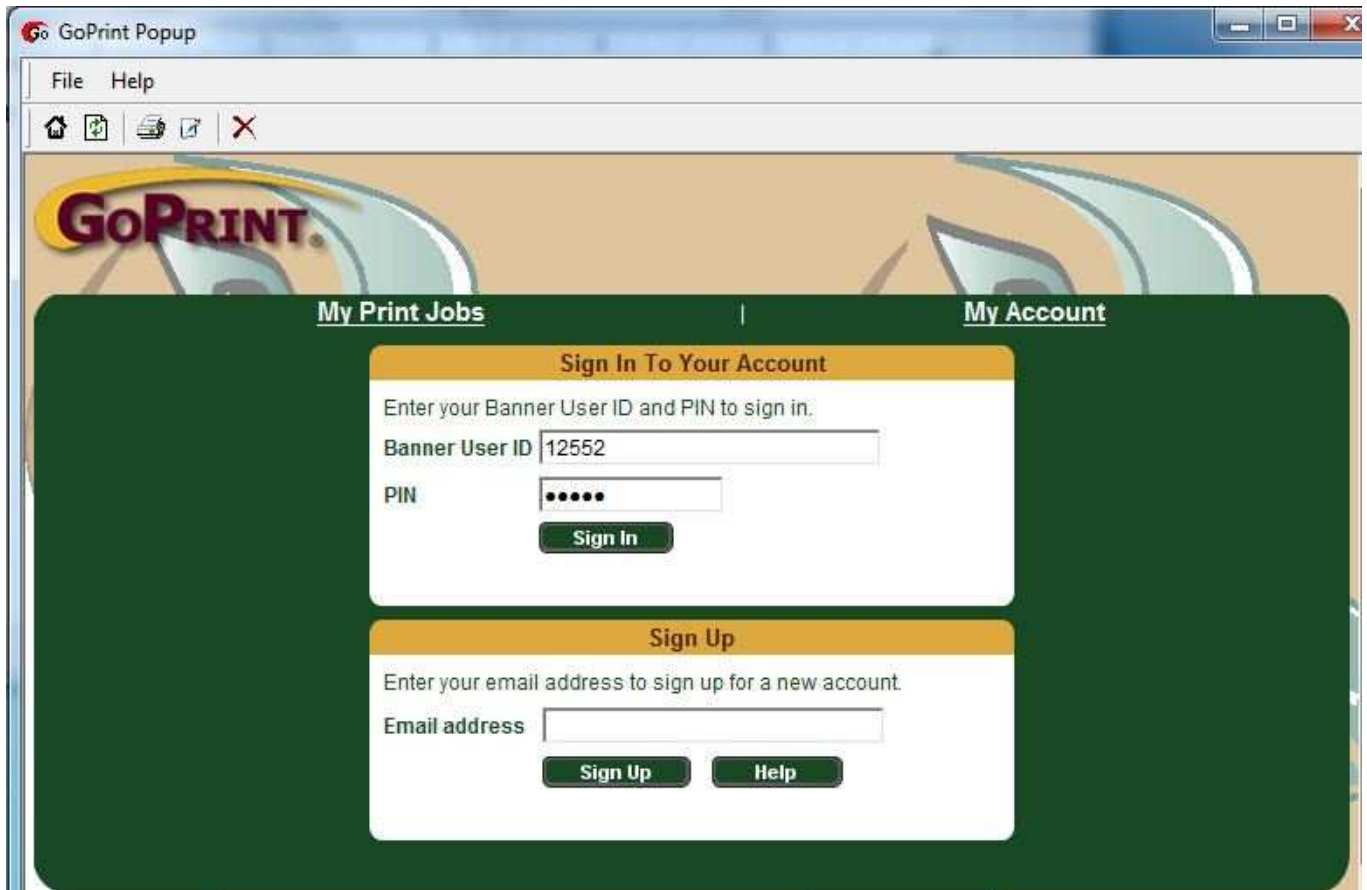
Students will login using their Class CRN and then “release” their jobs to the printer. Screenshots showing the basic process for non-credit classes are below.

Step 1:

Select “Print” from you application. In the original print dialog box, select “OK.” This will send the document to the GoPrint Web Client.

Step 2:

After a few seconds the GoPrint Web Client will pop up on the computer screen. Student will login using the **class CRN for both the Banner User ID and PIN.**



The screenshot shows a web browser window titled "GoPrint PopUp". The browser's address bar is empty, and the page features the GoPrint logo at the top. Below the logo, there are two tabs: "My Print Jobs" and "My Account". The "My Account" tab is active, displaying a "Sign In To Your Account" form. The form has a header "Sign In To Your Account" and a sub-header "Enter your Banner User ID and PIN to sign in." Below this, there are two input fields: "Banner User ID" with the value "12552" and "PIN" with five dots. A "Sign In" button is located below the PIN field. Below the sign-in form is a "Sign Up" form with a header "Sign Up" and a sub-header "Enter your email address to sign up for a new account." Below this, there is an "Email address" input field. Below the email field are two buttons: "Sign Up" and "Help".

Step 3:

Print job(s) are displayed. User can "Pay and print" or "Cancel" jobs.



Step 4:

Pick up print job from printer. GoPrint displays the transaction summary. User should Log Out.

