Setup a GoPrint Account and Print

Setup a Go Print account

1. Must be on a computer with GoPrint capabilities.
2. Must be logged in under a student account.
3. On computer, click the up arrow on the bottom right corner of the screen by the sound icon.
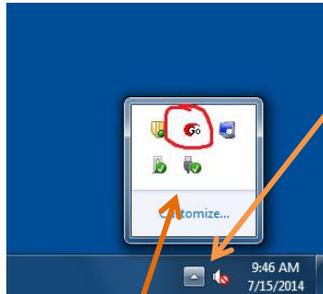
2. Click on the GoPrint icon.

3. You will be prompted with a security alert, click "yes" on security alert.

4. Put in your email to register a new account, then click "sign up".

5. Fill out with your first name, last name, user ID, and password.

6. Click "create".

7. Look at the top right corner of the GoPrint screen. Account created should be displayed and you can sign in. If there is an error, reenter your email to sign up again and use a different user ID.
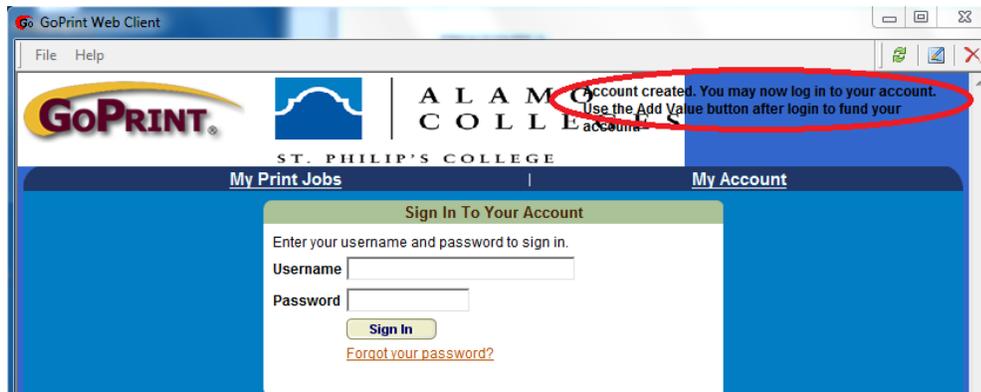
Add money to account by credit card

1. Under Account Summary, click "Add Value"
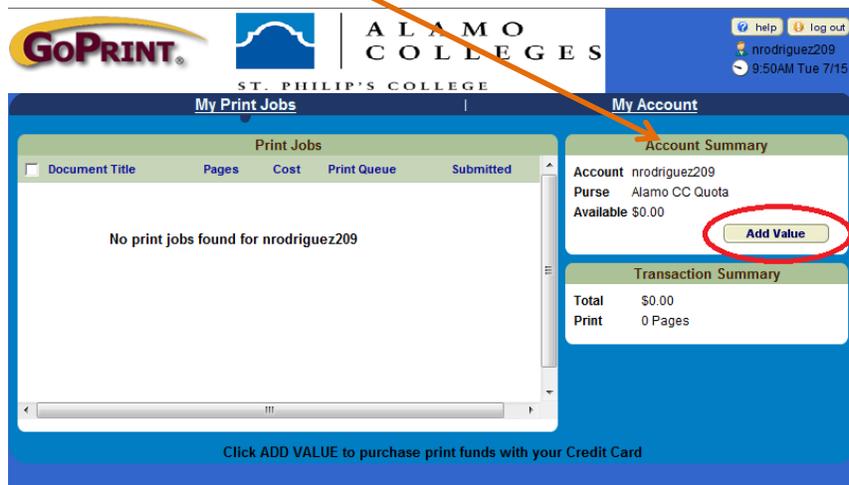
4. Add value of funds you would like to add to the account.
5. Confirm value.
6. Fill in credit card information.
7. When you click "Continue", your credit card will be charged the total amount listed.

Add cash to a GoPrint account

1. Access a GoPrint machine by using the key board located near the machine.

2. When prompted for a pin, type your GoPrint password with the key board.

3. Wait until the cash inserter is flashing green.

4. Insert cash to add to your account only $1, $5, $10, $20 dollar bills are accepted. No coin. Machine will not give back change.

5. Press 'D' to end session

6. Take the receipt by pulling down and not to the side.

To Print with GoPrint

1. To print a document using GoPrint, print as a regular document by selecting "Print"
2. A printer dialog box will appear
3. Under the printer selections, select:
    a. SPC_GoPrint - for monochrome (B&W) copies
    b. SPC GoPrint Color – for color copies
4. A security alert will pop up, click "yes" to sign into a Go Print account.
5. You will be prompted to Log in to your GoPrint account or create a new account.
6. Once logged in, check the box by the document you want to print, then click the "click to print"
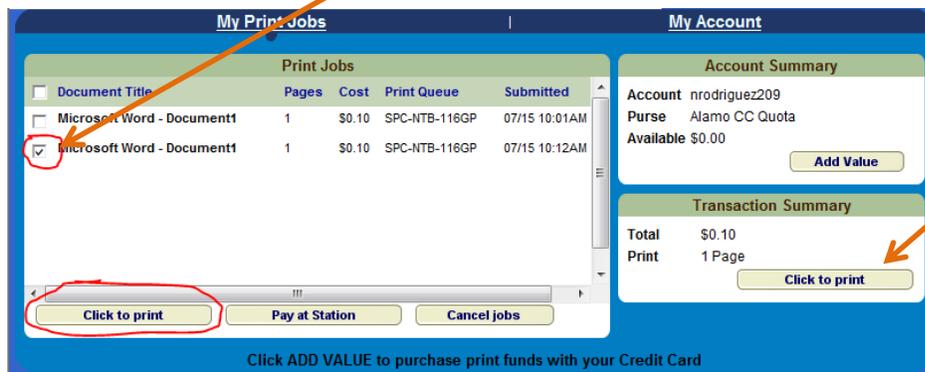
7. The print job will then be charged to your GoPrint account.