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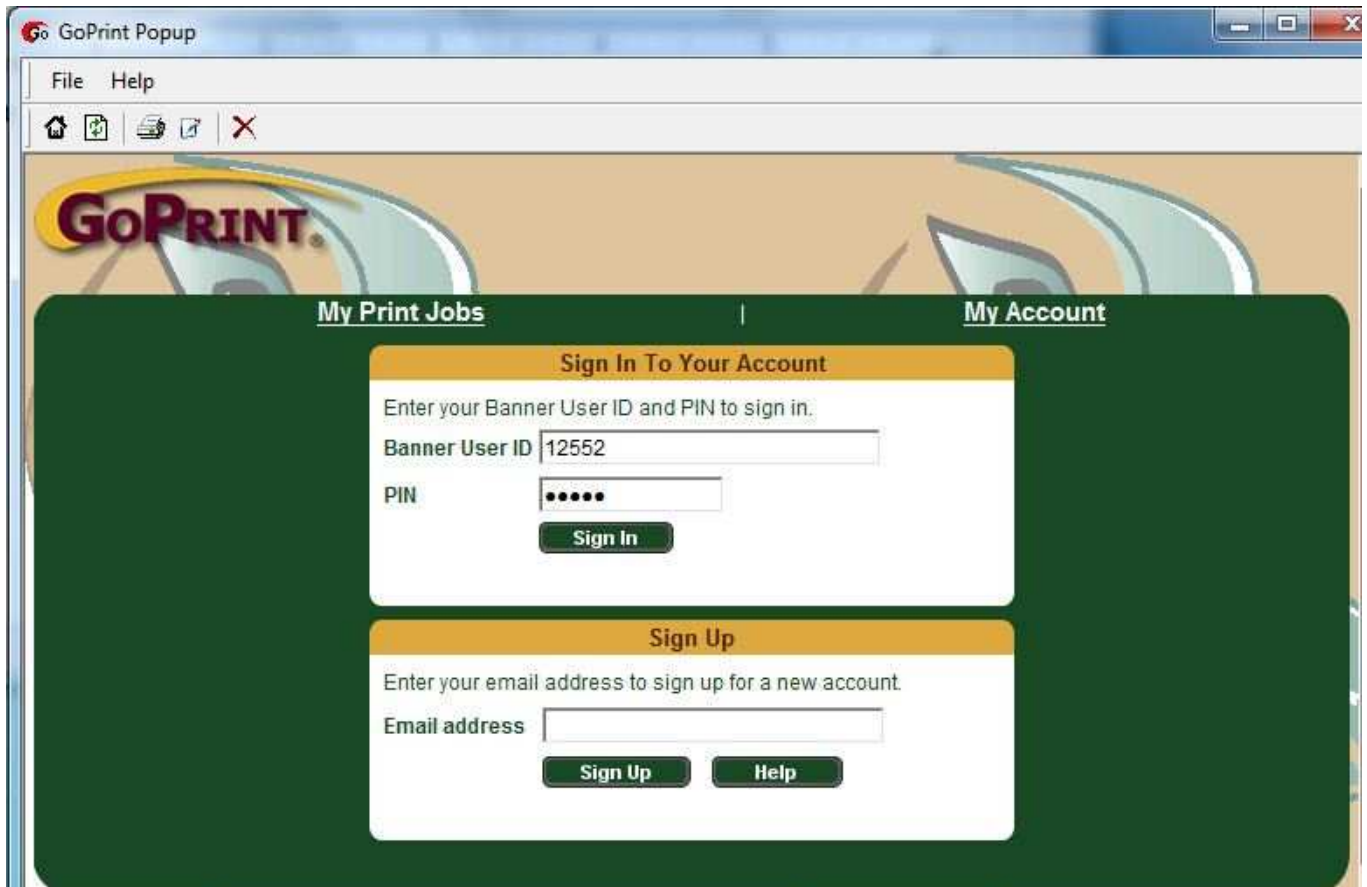
Students will login using their Class CRN and then "release" their jobs to the printer. Screenshots showing the basic process for non-credit classes are below.

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.
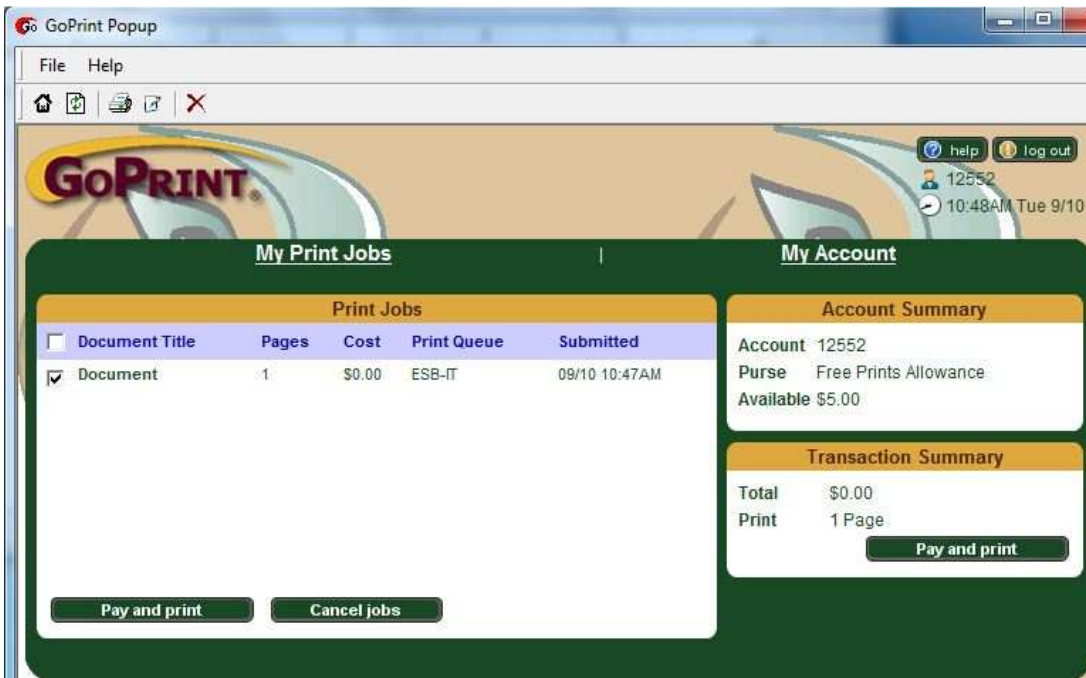
Step 2:

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**.

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.