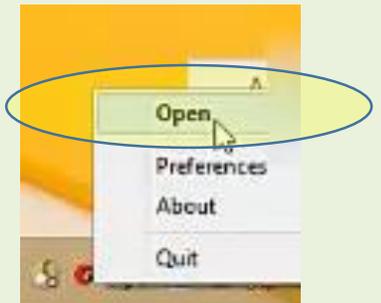


GoPrint – Setting Up An Account

Find the GoPrint icon on the task bar (bottom right) of student lab computers

Right click. Select "Open"



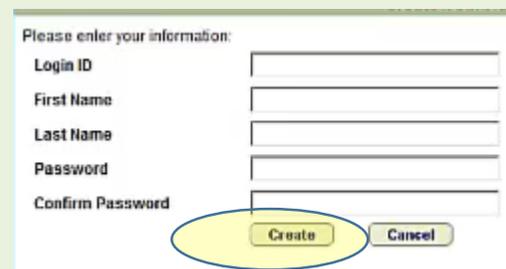
When the GoPrint dialog box appears, enter an email address in the box under "Sign Up"

Click the "Sign Up" button



Create a login ID and fill in the other information.

Click the "Create" button

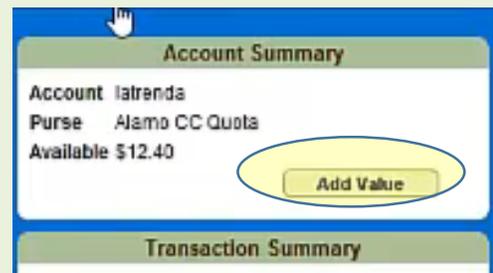
A screenshot of the GoPrint account creation form. The form has a title bar that says 'Please enter your information:'. Below the title bar, there are five text input fields: 'Login ID', 'First Name', 'Last Name', 'Password', and 'Confirm Password'. Below the input fields are two buttons: 'Create' and 'Cancel'. The 'Create' button is highlighted with a blue oval.

Log in with your email and newly created password.

Click "Sign In"

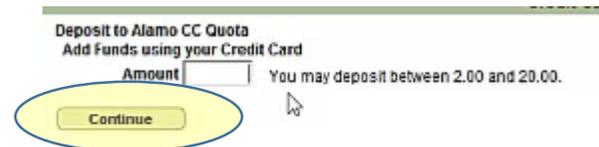


Click "Add Value" to add money to your account

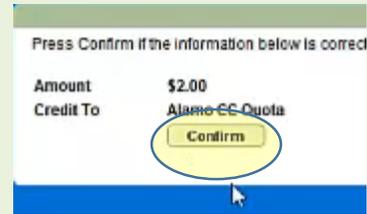


Enter the amount – between \$2.00 and \$20.00.

Click the "Continue" button



Click "Confirm"



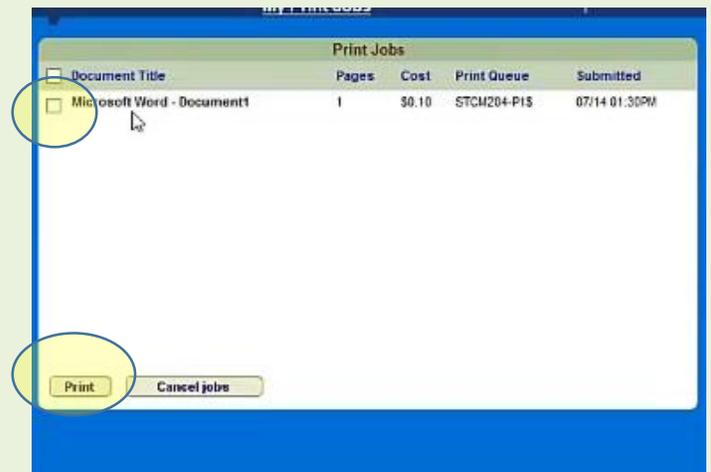
Enter your credit or debit card information. Click "Continue"



Print jobs will be seen at the left of your GoPrint dialog box. Click the check box next to the print job.

Click the "Print" button.

Your job will be sent to the printer and the appropriate amount will be deducted from your account



To see video instructions, please click [here](#) or click play (arrow at bottom left) on the graphic below. Please note that the video also includes instructions on how to add value using cash instead of a credit or debit card (see the last part of the video)

