## Printing from library computers: A how-to guide



**Step 1:** When printing from a library computer, you'll see that the default printer is **Canon Student Print**. Click "OK".



**Step 2:** This screen will pop up. Your printing account is linked to your student ID card. Look on the back of your ID at the grey number near the bottom. It will have the numbers 2 and 00, then a 3-digit number. **That number is your printing ID number.** 

When this screen pops up, **you must enter your 3-digit ID number.** If you forget to do that, you won't be able to release your print job at the printer.

**Step 3:** Go to either one of the library printers, touch your student ID to the touch pad, and select the job you would like to print.

## Loading money onto your printing account

**Step 1:** Printing at the library costs 5 cents per exposure. It would cost 10 cents to print one page, double-sided.



Step 2: From my.erikson.edu, select "Printing Payments" under "Erikson Links.

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	Login			
		Login	with your Erikson Username (A.Student)	
<b>~</b>				
Login		User Name:	drc	
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**Step 3:** Your user name is your Erikson username. When you log in for the first time, your password is "erikson", all lowercase, no quotation marks.

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Budget Manage			
Circ Rep Logout	Budget Info Current Balance: Last Budget Change: Last Budget Recharge	0.00 USD 1969-12-31 19:00:00	
	Date	Provider / Operator	Amount
Budget	2013-08-23 14:52:09	Transaction declined (Budgetting is not enabled for user	10.00 USD
A to Cotting on	2013-08-23 14:30:58	Transaction declined (Budgetting is not enabled for user 'circ'!)	25.00 USD
Need help?		Luger Recharge	

**Step 4:** Select "Budget" from the left sidebar, and then click "Budget Recharge" in the middle of the page. This means that you want to add money to your account. You can also see your current balance on this page.

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	Budget Management		
🗞 circ		Budget Recharge	
Star .		Set Cash Amount:	25 USD The minimum possible cash amount is 1 USD.
Logout		Credit Card Payment Provider:	PayPal
Budget		Please set the cash amount and choose 'Next' t Note that in the next step the payment pages of After finishing the payment, you will be redirects	to go on with the budget recharge. of the credit card payment provider will be displayed. ed back to the Internet Gateway.
My Settings	_	(	Cancel
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Need help?			

**Step 5:** When adding money, use only whole numbers. \$25.00 of printing money would be entered as 25. Click "Next", and then a PayPal screen will pop up. You can either pay using a PayPal account or you can pay using a credit/debit card.

## Changing your password



To change your password, select "My Settings" and then "Change Password." This is very important to do, as all students have the same password until they change it.