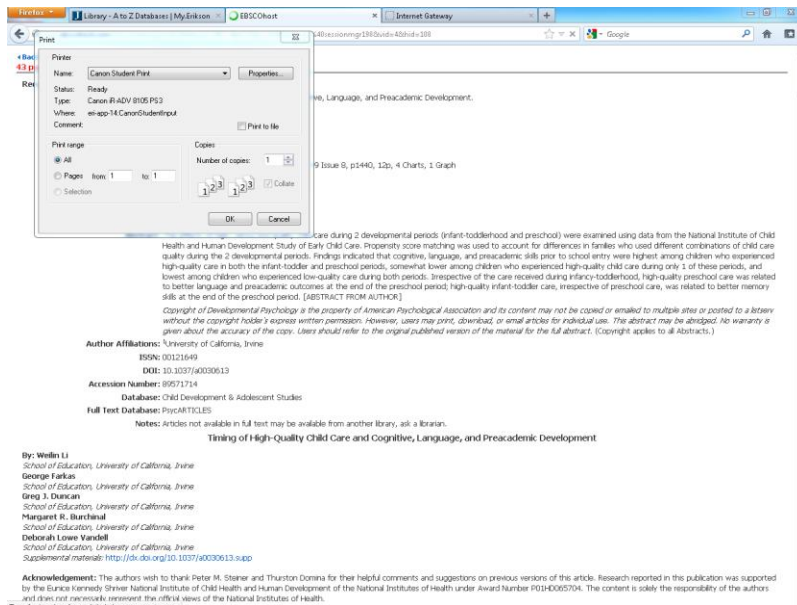
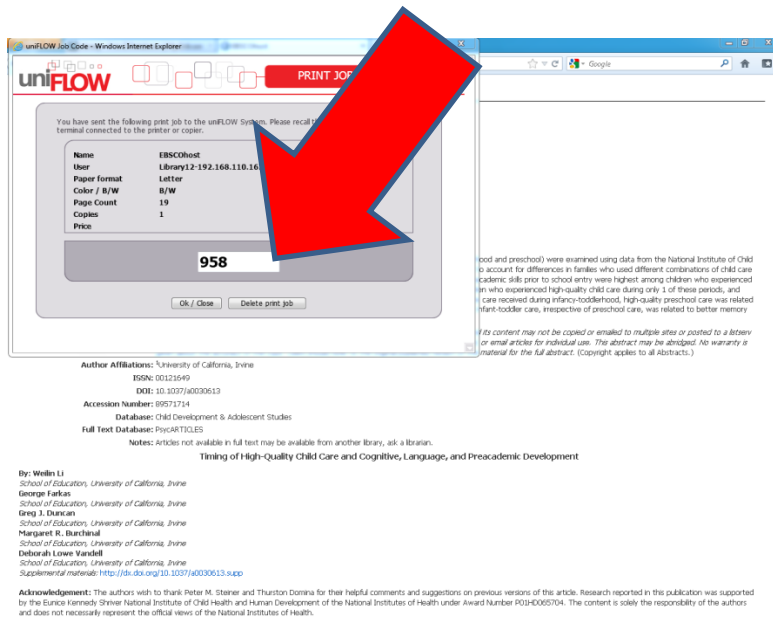


Printing from library computers: A how-to guide



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



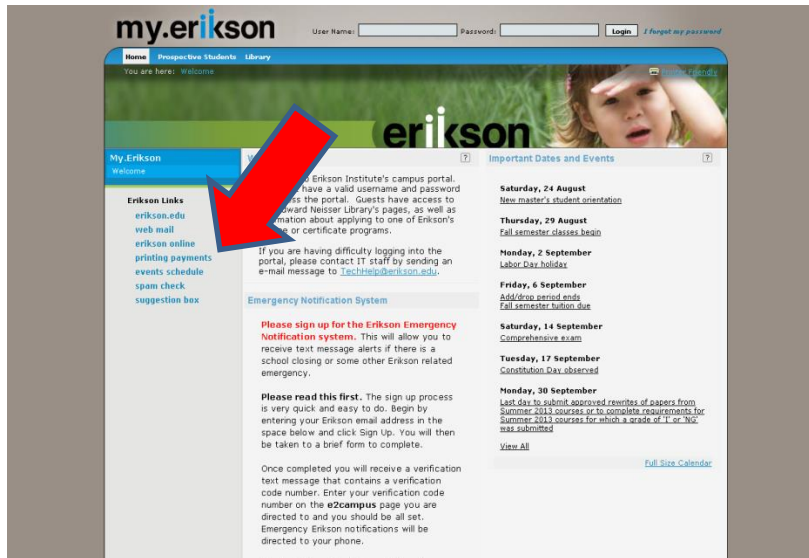
Step 2: This screen will pop up. Your printing account is linked to your student ID card. Look on the back of your ID at the grey number near the bottom. It will have the numbers 2 and 00, then a 3-digit number. **That number is your printing ID number.**

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.

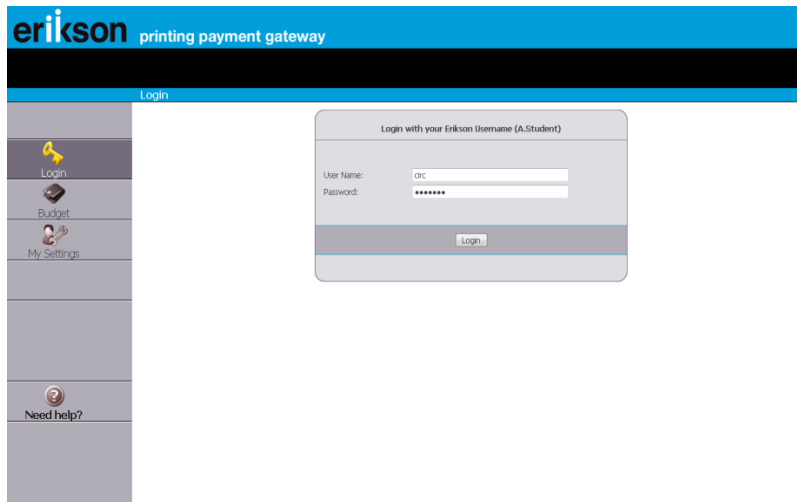
Step 3: Go to either one of the library printers, touch your student ID to the touch pad, and select the job you would like to print.

Loading money onto your printing account

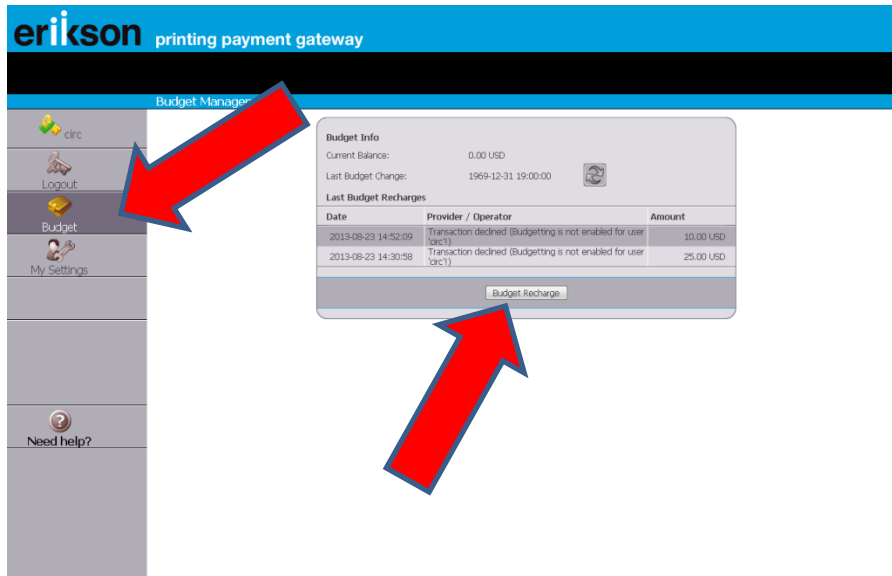
Step 1: Printing at the library costs 5 cents per exposure. It would cost 10 cents to print one page, double-sided.



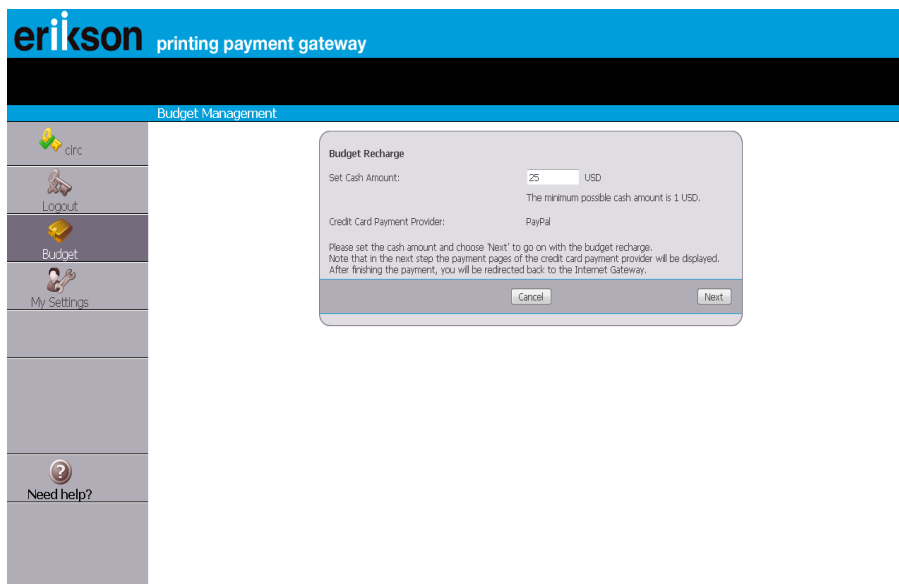
Step 2: From my.erikson.edu, select “Printing Payments” under “Erikson Links.”



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.

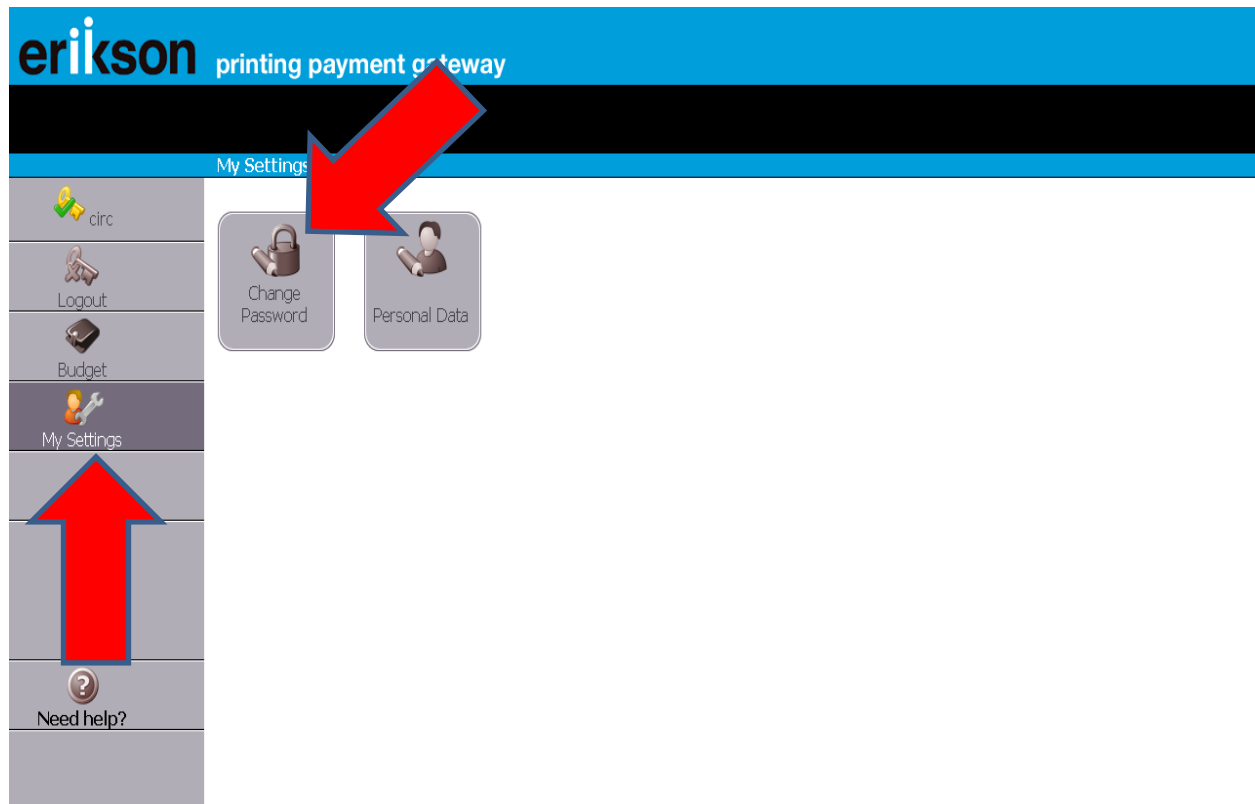


Step 4: Select “Budget” from the left sidebar, and then click “Budget Recharge” in the middle of the page. This means that you want to add money to your account. You can also see your current balance on this page.



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.**