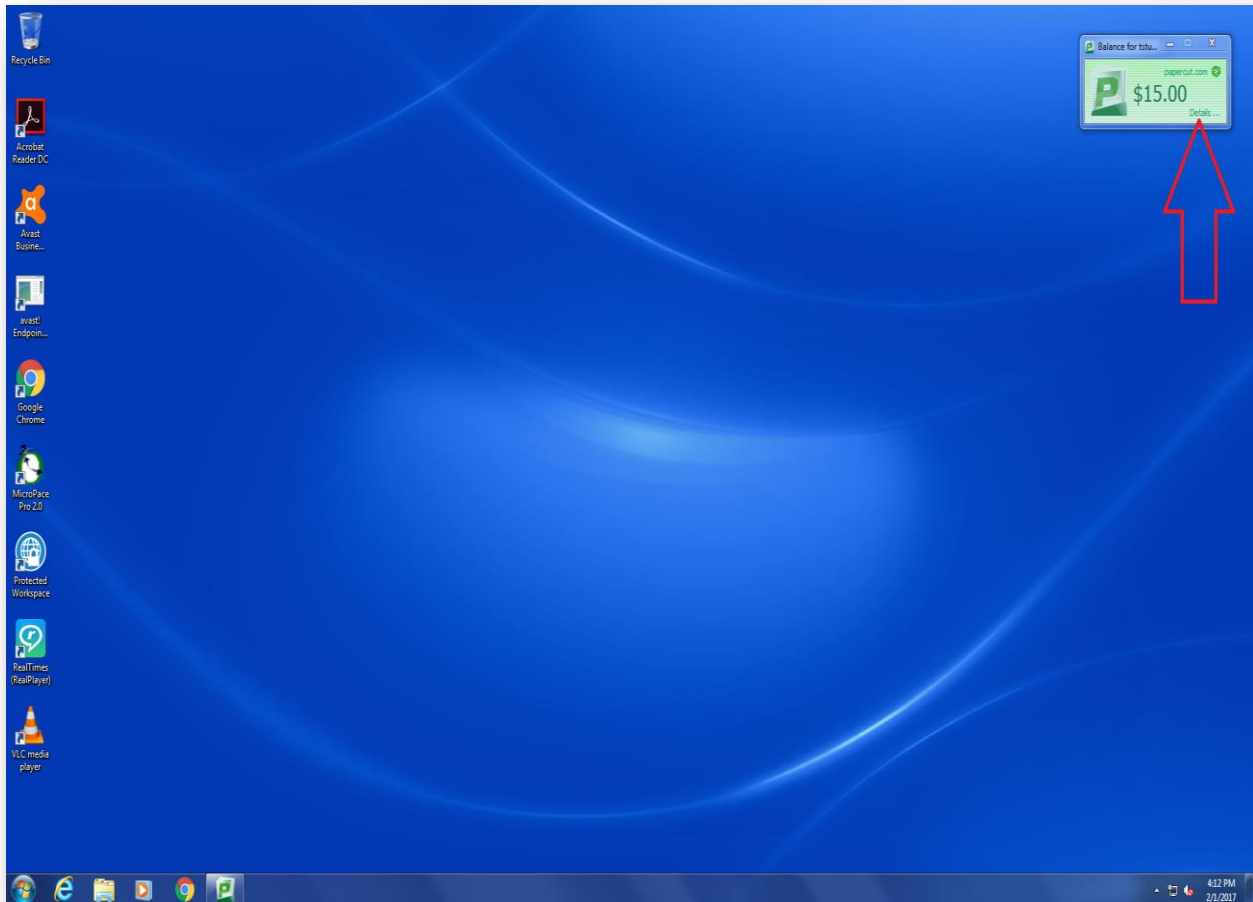
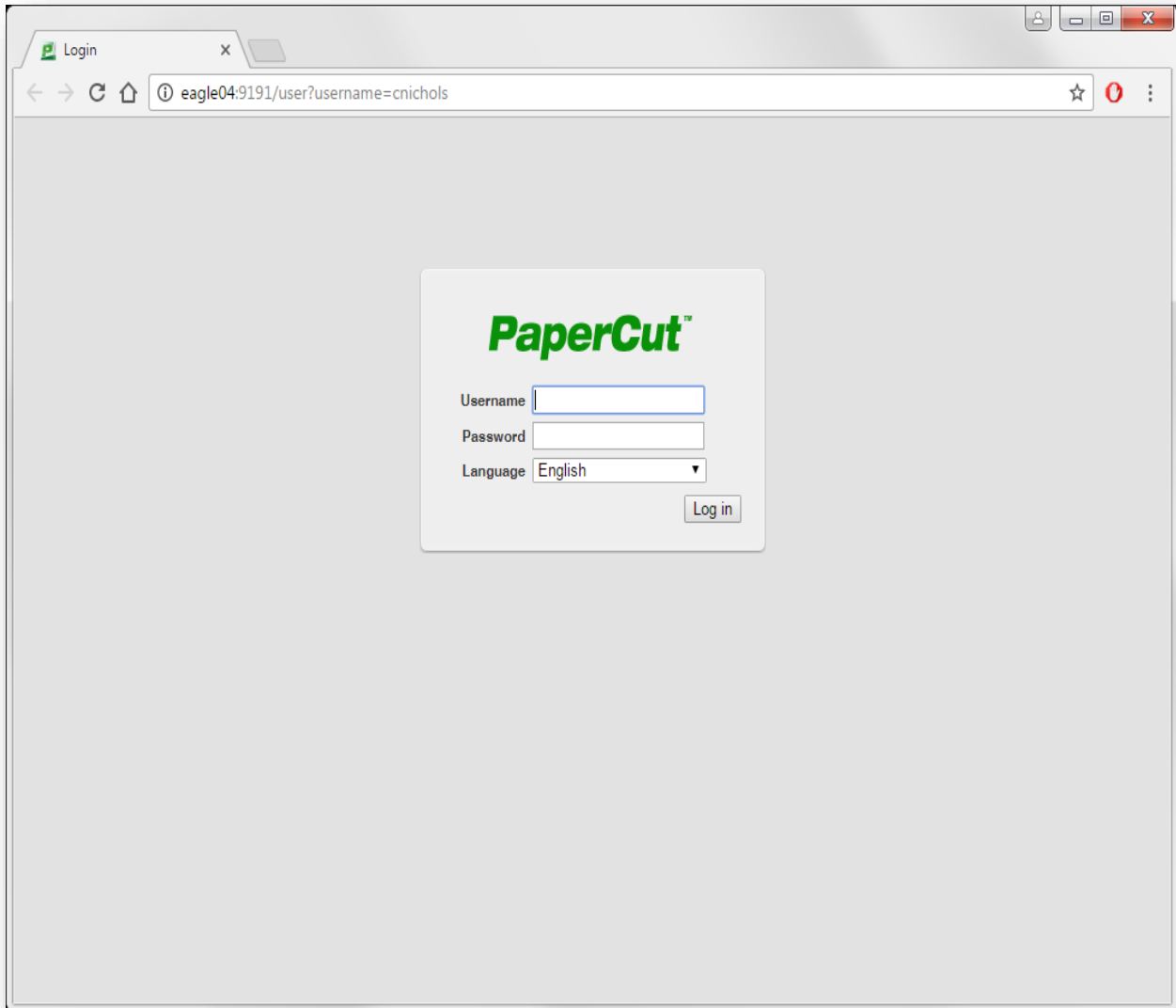


Instructions for adding additional print credits to your account

1. Visit the business office to purchase a print card. Various denominations are available.
(You must pay this fee at the business office during normal business hours)
2. Log into a computer in one of the labs or library and when your balance appears, click details.

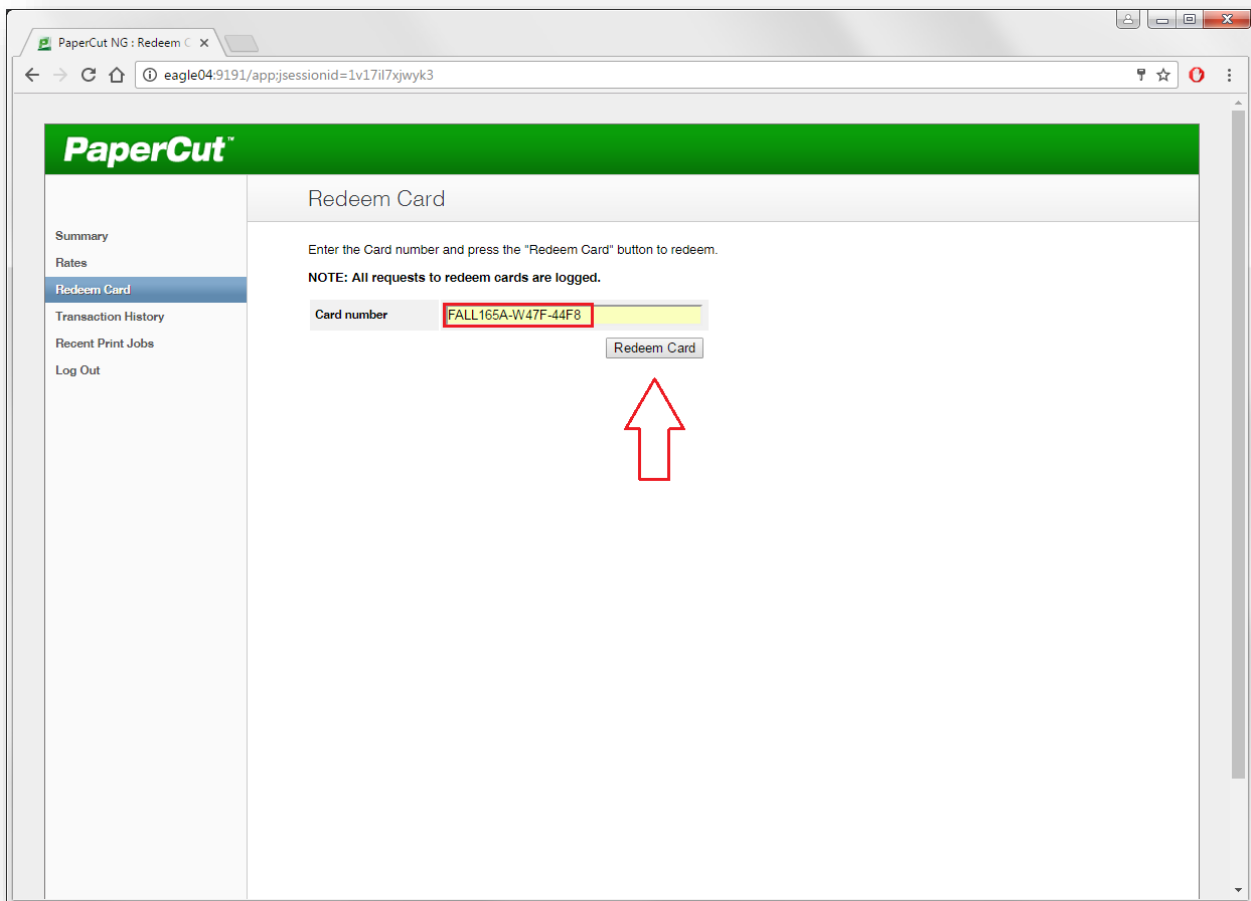


3. You will then be at the login screen. (Enter the same password that you used to log into the computer.)

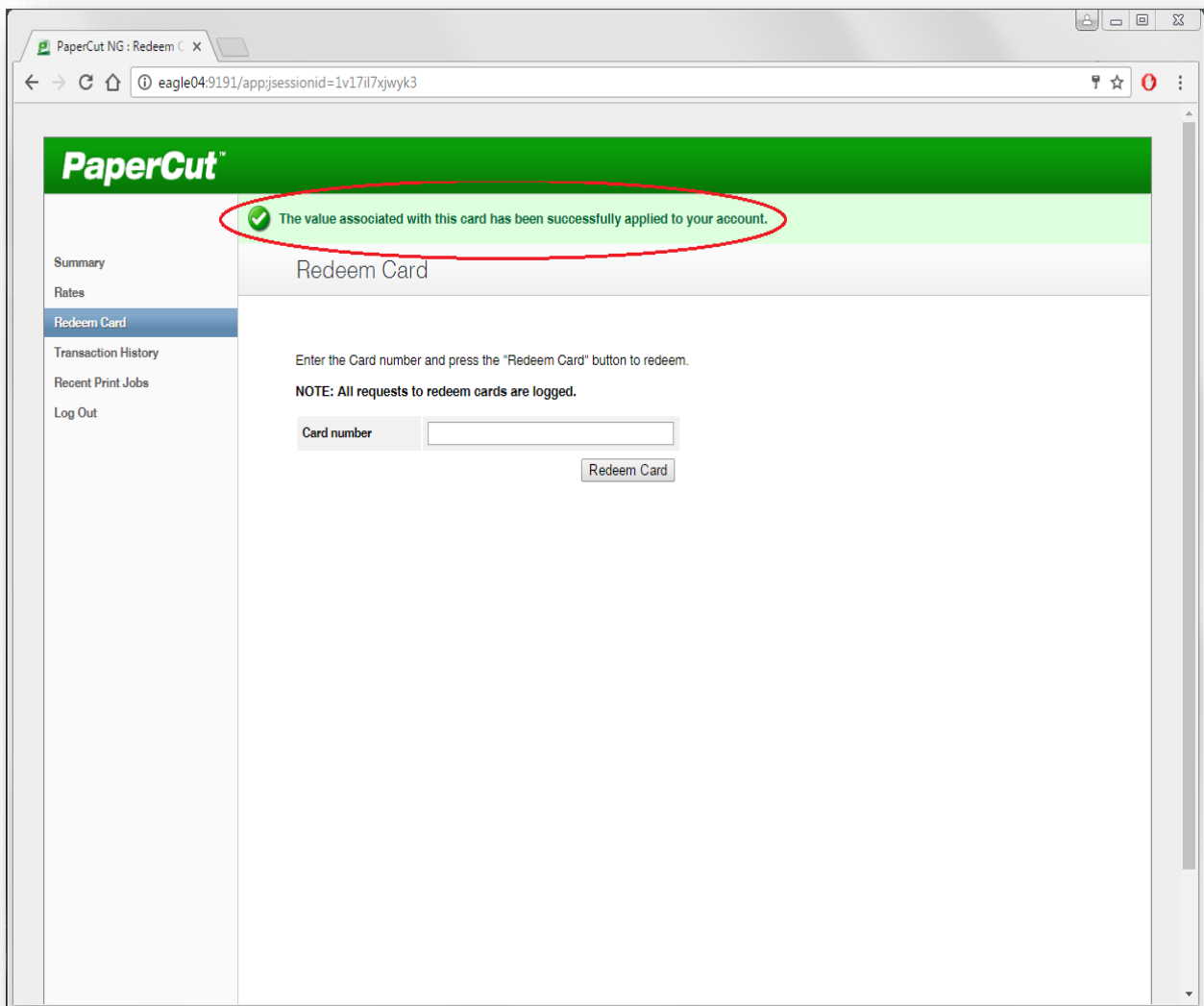


4. After a successful login, you will be shown a Redeem Card screen.

(Enter the card number from the card purchased at the business office, and click “Redeem Card”.)



5. After clicking the “Redeem Card” button, a message stating that the value associated with the card has been applied to your account will appear at the top of the screen.



* Each semester begins with a \$15.00 print balance.

**Unused balances do not carry over into the next semester.

*** No refunds are given for unused balances on purchased print cards.