OIT Open and Instructional Labs
Instructions for checking Print Account Balance

1. Go to the following URL:  http://www.csustan.edu/oit/clientServices/ComputerLabs/index.html

Click on the “Check: Print Account” link:

2. Enter your myCSUSTAN User ID in the “Username” box. Enter your myCSUSTAN Password in the “Password” box. Click on “Login”.

Step 1
You will see the following page. Your balance divided by .10 will give you the number of pages you can print. For example, if you have a balance of $1.00 than you are able to print 10 pages. Example: ($1.00/.10 = 10 pages). If your balance is in parentheses (), than your account is in the negative and you must purchase more credits to be able to print. Example: ($1.00) means your account has a negative $1.00 balance.