Have your personal laptop in the library and need to print? No problem! We now offer web printing through PaperCut (a PaperCut account is required and normal charges do apply).

**Procedure**

1. **For Library Checkout Laptop:**
   a. Open Internet Explorer (you will be automatically directed to the Computer Labs homepage)
   b. Click on “Check: Print Account”

   - **Blackboard:** Login
   - **Check:** Print Account
   - **Student E-mail:** FAQ | Access
   - **Student:** Resources

2. **For Personal Laptop:**
   b. Click on “Check: Print Account”

   - **Blackboard:** Login
   - **Check:** Print Account
   - **Student E-mail:** FAQ | Access
   - **Student:** Resources

2. **Enter your myCSUSTAN User ID and Password and click on “Login”.

   ![Login Screen](image.png)
3. Once logged in, click on “Web Print” in the left menu.

4. Click on “Submit a Job”.
5. Select a printer and click on “2. Print Options and Account Selection”.

6. Enter the number of copies you would like printed and then click on “3. Upload Document”.

For assistance contact the Help Desk at helpdesk@csustan.edu or 667-3687.
7. Click on “Browse” to locate the file you want to print and then click on “Upload & Complete”.

8. Your print job is completed once you see the message below. Proceed to the chosen printer (from step 5) to pick up your print job.