# Instructions for Web Printing from Personal Device

1) **From a web browser, enter the following URL:**

   **https://www.csustan.edu/oit/computer-labs**

2) **Click on "Check Print Account" (under Quick Links)**



3) **Enter your Username and Password and click on "Log in"**
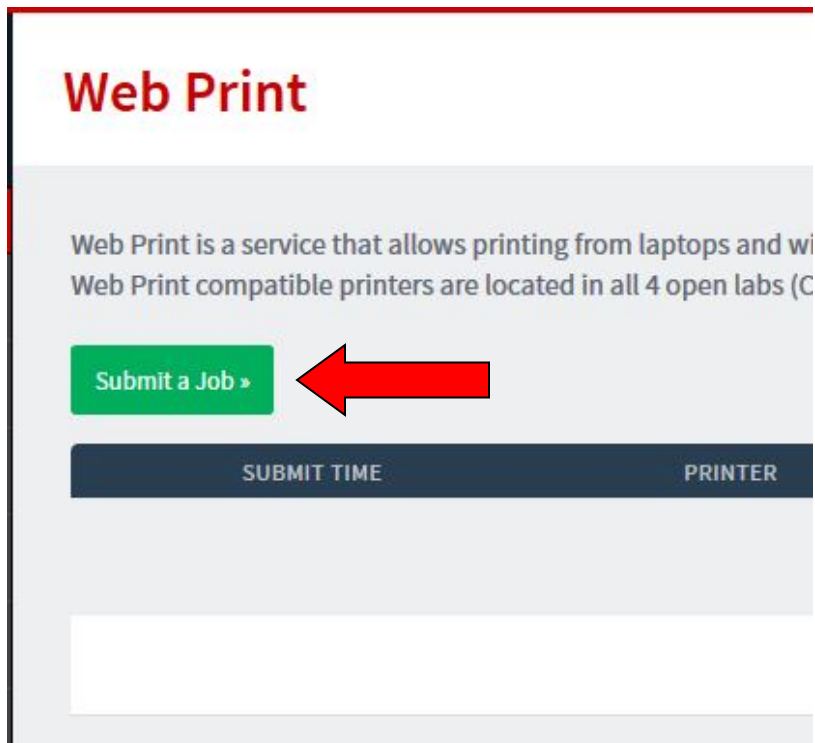
**4) Once logged in, click on "Web Print" in the left menu**
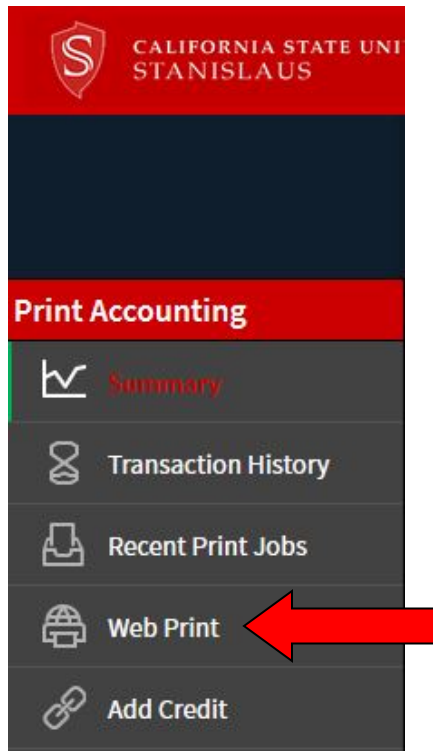


**5) Click on "Submit a Job"**

**6)  Select a lab printer and click on "2. Print Options and Account Selection"**



**7)  Enter the number of copies you would like printed and click on "3. Upload Documents"**

**8)  Click on "Upload from computer" and browse to the file(s) you want to print, then click on "Upload & Complete"**
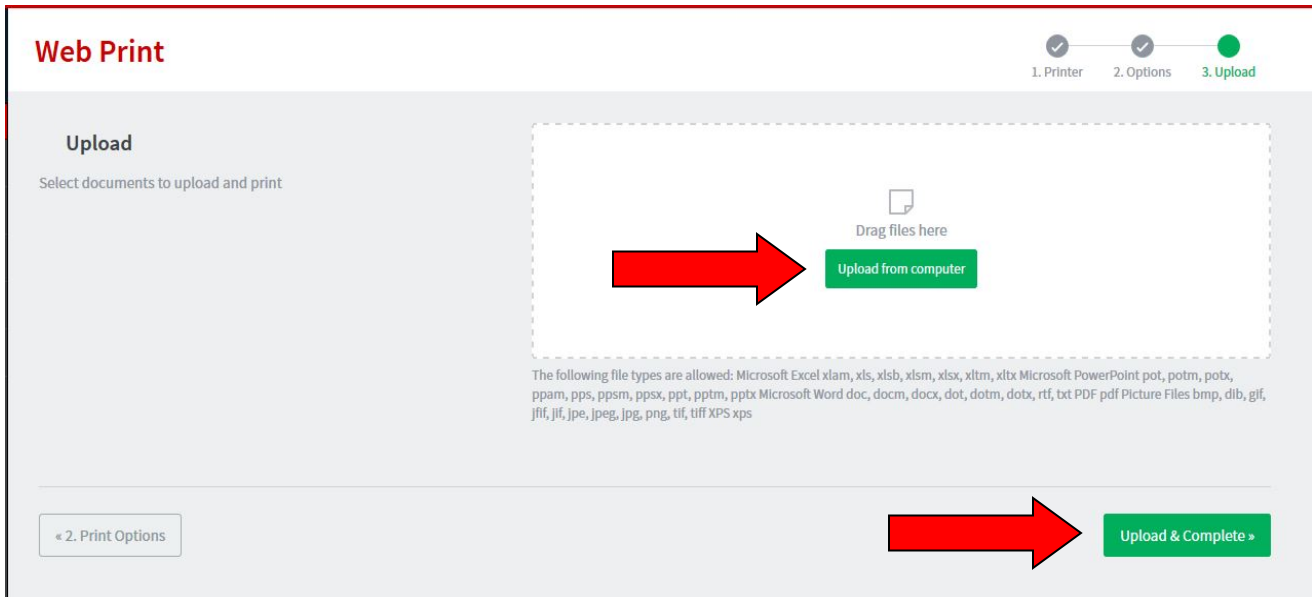


**9)  Proceed to the selected lab printer (from step 6) to pick up your print job**