

Printing Access Changes for Fall 2013

Beginning this semester all students will utilize their MUW Net ID and password to print in the McDevitt labs. Your MUW Net ID is also used to access the MUW wireless network and the MUW Portal. If you have not already setup your wireless account and MyApps account then please follow the directions below to do so. These instructions can also be found at:

<http://web3.muw.edu/its/helpdesk>

1. To Find out what your MUW Net ID is:
 - a. Go to www.muw.edu
 - b. Click on [Banner](#) at the bottom of the page on the right, but don't login.
 - c. Click on "Look Up MUW ID and MUW Net ID"
 - d. Fill in the information asked for and click continue
 - e. Write down your MUW ID and your MUW Net ID.
2. NetID Access Activation: (used for wifi, printing, and My Campus portal)
 - a. Go to www.muw.edu
 - b. Click on [Current Students](#) in the second Yellow box from the left.
 - c. Click on [Setting up your MUWnet account](#) under Quick Links.
 - d. Put your Net ID as the User Name
 - e. Put your 8 digit date of birth as the password in the format mmddyyyy and click Login.
 - f. Put your 8 digit date of birth as the old password in the format mmddyyyy
 - g. Type in a new password
 - h. Confirm the new password and press the enter key on your keyboard.
 - i. Click on "Click Here"
 - j. Set up your two security questions
 - k. Click on Enroll.
 - l. Click Sign Out

About Printing

Due to rising material costs and to cut down on waste, MUW is implementing a Pay-to-Print system for all students using McDevitt Hall printers. Students will be charged **10 cents** per printed page, but will no longer be required to supply their own paper. No cash is needed; print charges will be routinely uploaded to your student account in the University Accounting Office and will appear on your normal student statement of account.

All lab machines have a program named Papercut that tracks the printing charges made by the student. Hardware checks are in place to ensure that students are not charged for printing jobs that become stuck or fail to print.

When a student prints a document there will be a popup box that requires the student to login to the system with their Net ID. After the student logs in there will be a secondary box that shows the student the name of the document, which printer it is going to, how many pages are being printed, and the total cost for the print job. At this point, the student has the option to cancel the print job and not be charged or continue with the job and be charged the total cost of the job.

The image shows two side-by-side screenshots of MUW printer software windows. The left window is titled "Login" and contains fields for Username, Password, and a Remember checkbox set to "For next 1 minutes". The right window is titled "Print Job Notification" and displays print job details: Document name "Test Page", Printer "ps01\ITS Color Laserjet 4700dn", Pages "1", and Cost "0.10". It also has a checkbox for "Apply to all documents in queue (Jobs: 1)" and buttons for "Print" and "Cancel".

After the job has been sent to the printer the student must give the desk attendant his or her username or MUW Net ID for the job to be released to the printers. You may be required to show your student ID in order to complete the process for validation purposes.