

Web Printing (PaperCut)

1. Go to www.jcsu.edu
2. Scroll to the bottom and lick on Current Students on the left hand side.



3. Once redirected, click the link under the PaperCut Section.

PaperCut Account Login (Student Printing)

Log in to your PaperCut Account (student printing) please go to: <https://msstudentprt.jcsu.edu:9192/user>

From this page you can print from the web, redeem printing cards, see your transaction history and manage your account.

4. An alert will prompt. Depending on your browser, this alert will look differently. Just select the option that allows you to “Proceed,” “Trust,” or “Add Exception.” Then confirm this action.

This Connection is Untrusted

You have asked Firefox to connect securely to msstudentprt.jcsu.edu:9192, but we can't confirm that your connection is secure.

Normally, when you try to connect securely, sites will present trusted identification to prove that you are going to the right place. However, this site's identity can't be verified.

► **Technical Details**

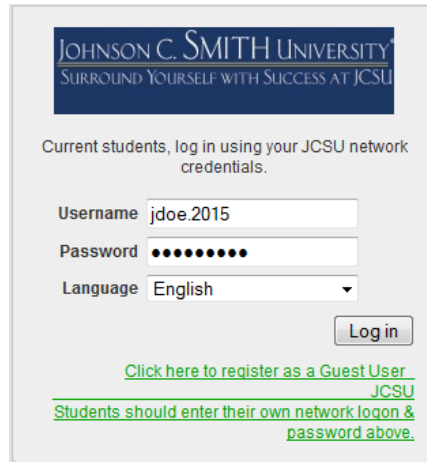
▼ **I Understand the Risks**

If you understand what's going on, you can tell Firefox to start trusting this site's identification. **Even if you trust the site, this error could mean that someone is tampering with your connection.**

Don't add an exception unless you know there's a good reason why this site doesn't use trusted identification.

[Add Exception...](#)

5. Log into your PaperCut account using your JCSU username and password (same as your MyMail).



JOHNSON C. SMITH UNIVERSITY
SURROUND YOURSELF WITH SUCCESS AT JCSU

Current students, log in using your JCSU network credentials.

Username

Password

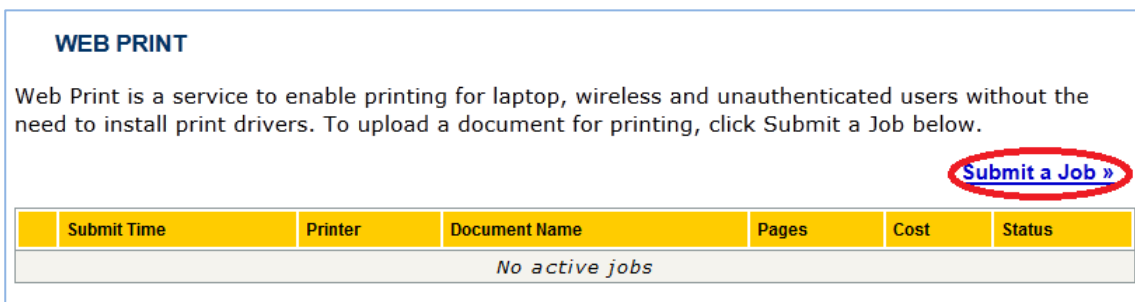
Language

[Click here to register as a Guest User](#)
JCSU
[Students should enter their own network logon & password above.](#)

6. Select Web Print on the left menu bar.

- Print Accounting
- Summary
- Rates
- Redeem Card
- Transfers
- Transaction History
- Recent Print Jobs
- Jobs Pending Release
- Web Print**
- Log Out

7. Click Submit a Job

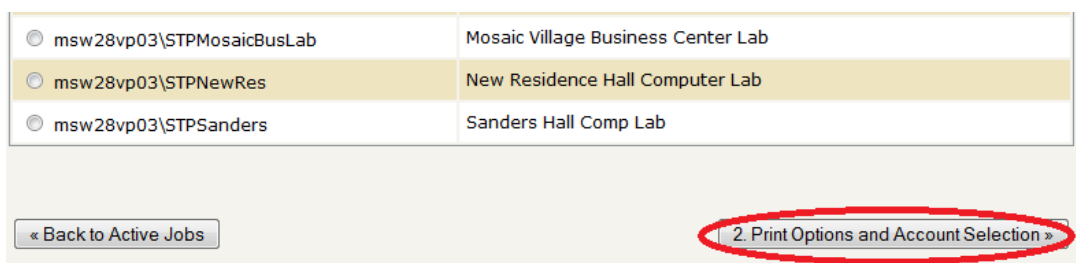


WEB PRINT

Web Print is a service to enable printing for laptop, wireless and unauthenticated users without the need to install print drivers. To upload a document for printing, click Submit a Job below.

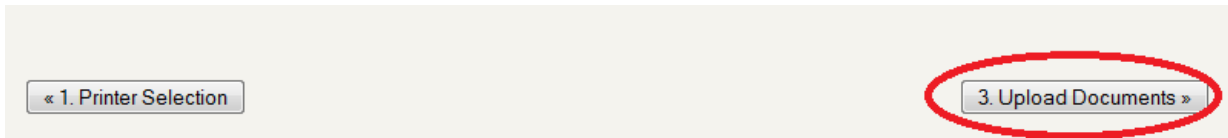
Submit Time	Printer	Document Name	Pages	Cost	Status
No active jobs					

8. Select the printer you would like to pick up your document(s) from and click Print Options and Account Selection.



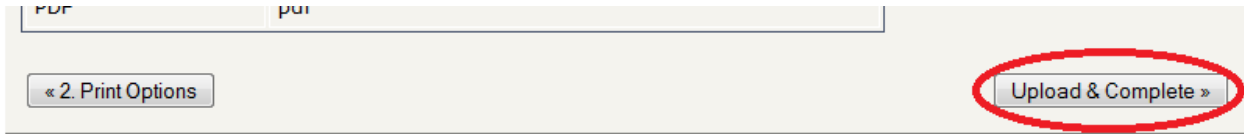
<input type="radio"/> msw28vp03\STPMosaicBusLab	Mosaic Village Business Center Lab
<input type="radio"/> msw28vp03\STPNewRes	New Residence Hall Computer Lab
<input type="radio"/> msw28vp03\STPSanders	Sanders Hall Comp Lab

9. Type the number of copies you would like and click Upload Documents.



A screenshot of a web interface showing a navigation bar. On the left, there is a button labeled « 1. Printer Selection. On the right, there is a button labeled 3. Upload Documents ». The button 3. Upload Documents » is circled in red.

10. Upload your desired document(s) and click Upload & Complete.



A screenshot of a web interface showing a document upload area. At the top, there is a text input field containing the text 'PDF' and 'pdf'. Below the input field, there are two buttons: « 2. Print Options on the left and Upload & Complete » on the right. The button Upload & Complete » is circled in red.

11. Your document(s) will then print at the selected printer!