

Printing for UNO Accounts

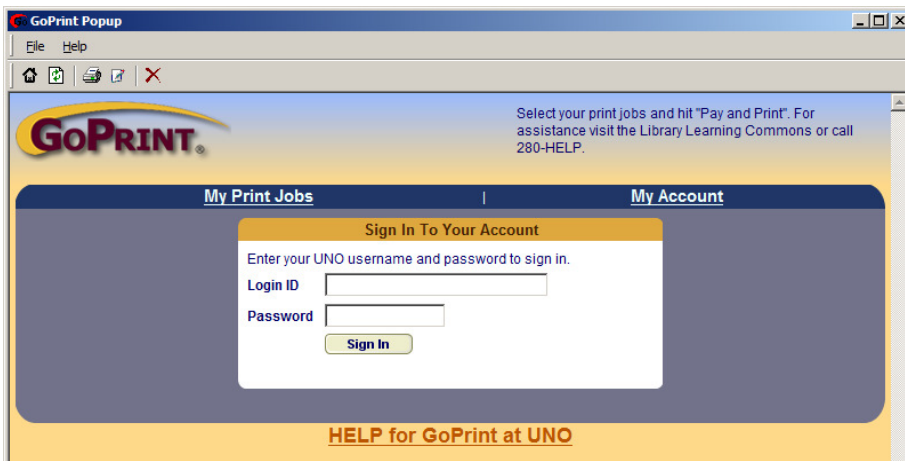
(UNO Students, Faculty, Staff)

To protect your privacy, please log out of GoPrint when you are finished printing.

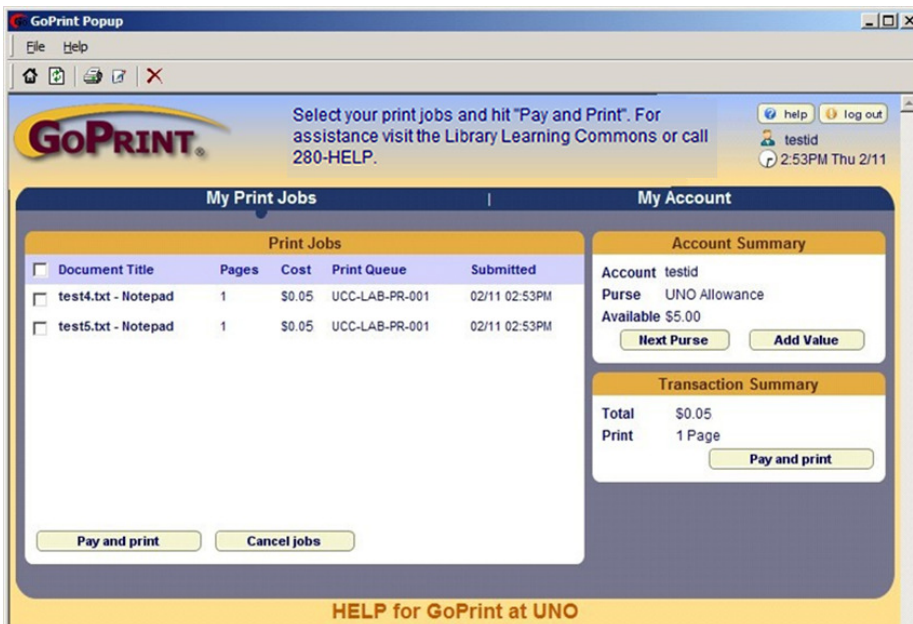
1. Print your documents as you normally would.
2. If the GoPrint interface doesn't open automatically, double-click the icon in your system tray.



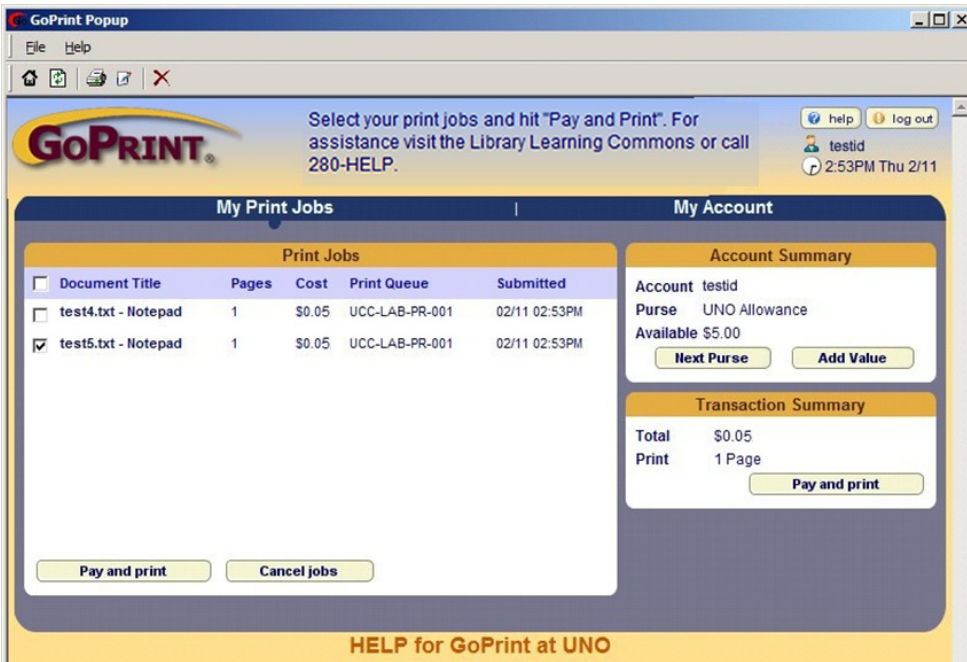
3. Log in using your UNO username and password.



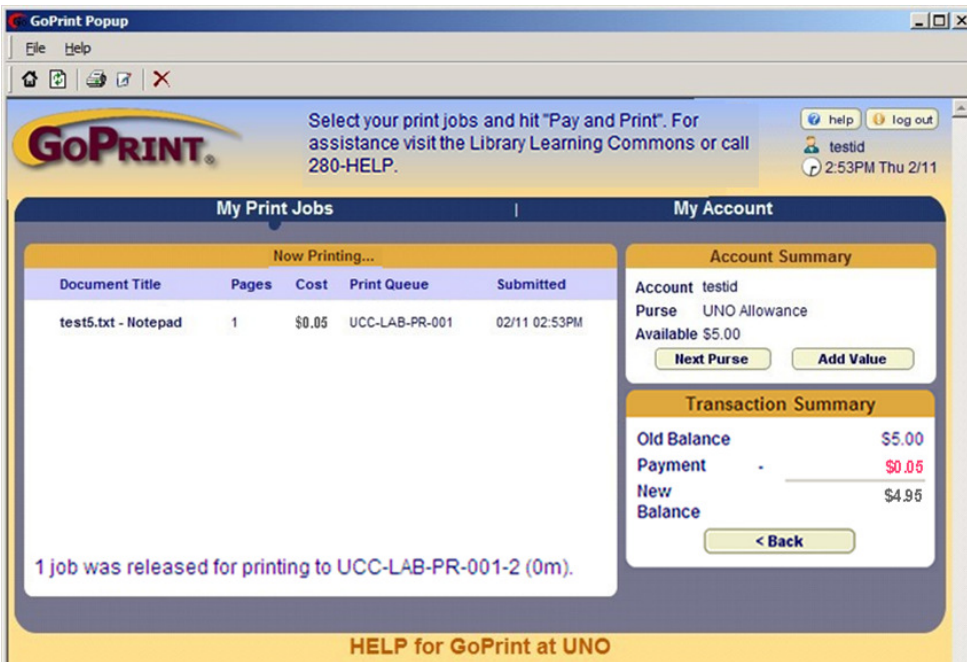
4. Review the print job. If you just put money in your account and don't see it in your Account Summary, please click the **Next Purse** button. Any money placed in your account either online or through the Bursar will be in your Personal Funds account. The UNO Allowance is the free quota each student receives at the beginning of each semester.



4a. Select the print job and click "Pay and Print" to send it to the printer.



4b. If you choose to print the document, you will see that your account has been charged for the print job and it has been sent to the printer.



To log out of GoPrint, press the "log out" button on the upper right of the GoPrint screen. If you have any questions please speak with the lab assistant near the printers on the first floor of the library.

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