

How Do I Print?

Are you UCI Faculty, Staff or a Student?

No

You need to purchase a Copy Card.

Note: Cards cost \$1.00.

Yes

You need to put money on your UCI Photo ID.

Locate a card dispenser and follow directions to add money to ID or purchase a Copy Card.

Note: Dispensers do NOT give out change.



Print from any computer in the Libraries.
The system will prompt you to create a User ID and Password.
Make them easy to remember.



Go to your floor's print station and swipe your Photo ID or Copy Card on the print station's keyboard.
Enter the User ID you created.

Your print job(s) will be displayed.
Select the one you want, enter the Password you created, and then click on Print.

The money will be deducted from the balance on the card.