How to Print Using Paper Cut

1. Register as a new user on the system
   It’s fast and easy! Click on Paper Cut in your student portal
   Click on Register as a New User
   Complete all the fields and click the Register button

2. Log in to your new account
   Use the account info you just entered to log in

3. Add credit to your account
   It’s safe and secure! Click the Add Credit link on the left
   Select the amount to add and click the Add Value button
   Fill out the fields and click Submit

4. Use Web Print to submit your print job
   Click Web Print on the left then the Submit a Job link
   Your campus printer is already selected so go to step 2
   Enter the number of copies and go to step 3
   Select and upload the document to print
   Wait for the status to read Held in a Queue

5. Find your job in Jobs Pending Release and print
   Click on Jobs Pending Release on the left
   Find your document in list and click Print to the right
   Your document will immediately print at the printer

Detailed instructions are available on your student portal under the Help section.
Have a problem or question? See the front desk for assistance.