

Information Services



myPrint for your Printing and Photocopying Account

You have a secure personal credit account on the campus network to pay for your printing and photocopying. You can add credit to this account using a debit or credit card payment via a secure website.

Pay Stations are available throughout the University to top up your account with cash. However myPrint is a web based service available on and off campus.

myPrint website

myPrint is accessed through the following website
<https://myprint.cf.ac.uk:9192/user>

your account by and click the **Amount to Add** drop down list.

The minimum credit is £3.00. Do not add more credit to your account than you *ultimately* anticipate using. **You will not be able to reclaim unused credit.**

Adding Credit via myPrint

Step 1: Login to myPrint



Figure 1: myPrint login

Once you have navigated to the myPrint website enter your username and password in the login boxes, then click **Login** to continue (Figure 1).

Once logged in you will be shown your current account balance.

Step 2: Purchase more credit

Click the **Add Credit** link in the navigation menu on the left hand side to access the **Add credit** screen (Figure 2). Then select an amount you wish to credit

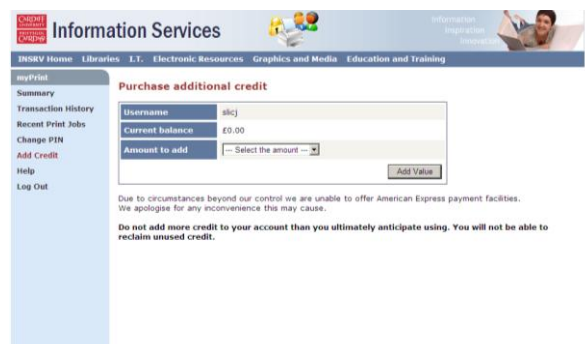


Figure 2: Purchase more credit

Step 3: Payment information

You will be redirected to the secure Barclaycard Business website for Cardiff University.

On the **Payment Information** screen (Figure 3) enter your **Card Details**, **Cardholder Information** and **Delivery Information** and click **Submit Payment** to process the payment.

Figure 3: Payment Information

Step 4: Payment Status

The following screen will show a summary of the transaction showing the **Transaction Details** (Success or Failed), card details, amount purchased and address.

If you wish you can also print a copy of this page for your records by clicking on the **Print** button.

If the Payment Status shows **Success** click **Complete Payment** to complete your payment and process your order. You will then be returned to the main myPrint screen which will show an updated balance. Click **Logout** to exit myPrint.

A Transaction Status of **Failed or Declined** means that there has been a problem with the purchase. Check your card details and begin a new transaction. Your payment will only be accepted if the transaction status shows **Success**.

CHANGE PIN

The CHANGE PIN section within myPrint allows you to modify your PIN number. Click the **CHANGE PIN** link in the navigation menu. On the CHANGE PIN screen enter PIN number in the boxes and click on "CHANGE PIN".

This PIN number allows rapid login to networked photocopiers and can be used in place of your network password. The

PIN number can **not** be used to log into network computers.

Account History

The Account History section within myPrint allows you to view the whole of the debit and credit history for your account. This valuable feature can be used to trace payments and track your usage of the printing and photocopying system.

You can print or export your account history in PDF, html or Excel format using the following buttons under the transaction history table.



Security

Make sure that no one else can access your filespace or use your network printing and photocopying account.

- Do not disclose your password or PIN to anyone.
- Always log out when you have finished a computing or photocopying session.

To log out from a computer, exit from the applications you are running, then click the **Start** button on the taskbar, then click **Log Off [username]**. To exit from a photocopying session press the **Cancel** button.

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For further information or assistance contact your nearest Information Services Library