

How to Print from a Campus Computer

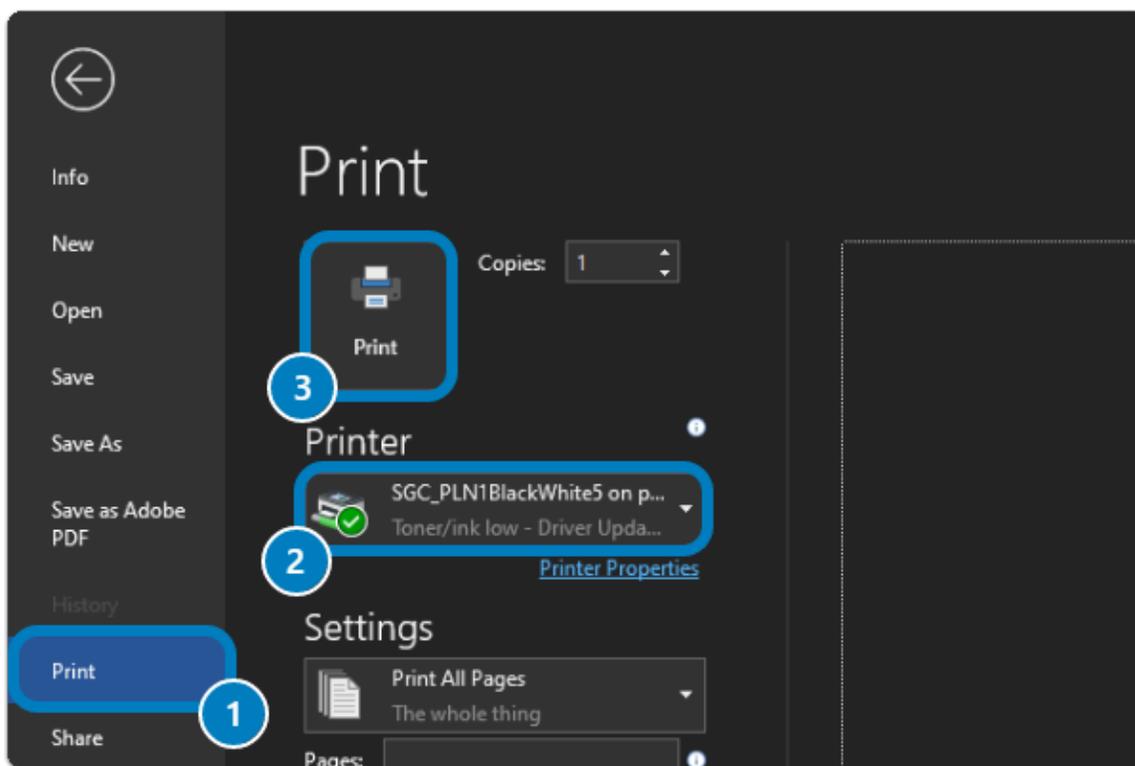
This article covers how CSUF students can Pay & Print on a campus computer

Step 1: Send Document to Printer

1. Print your document

File > Print > Select Printer > Print
or press "Ctrl + P" > Select Printer > Print

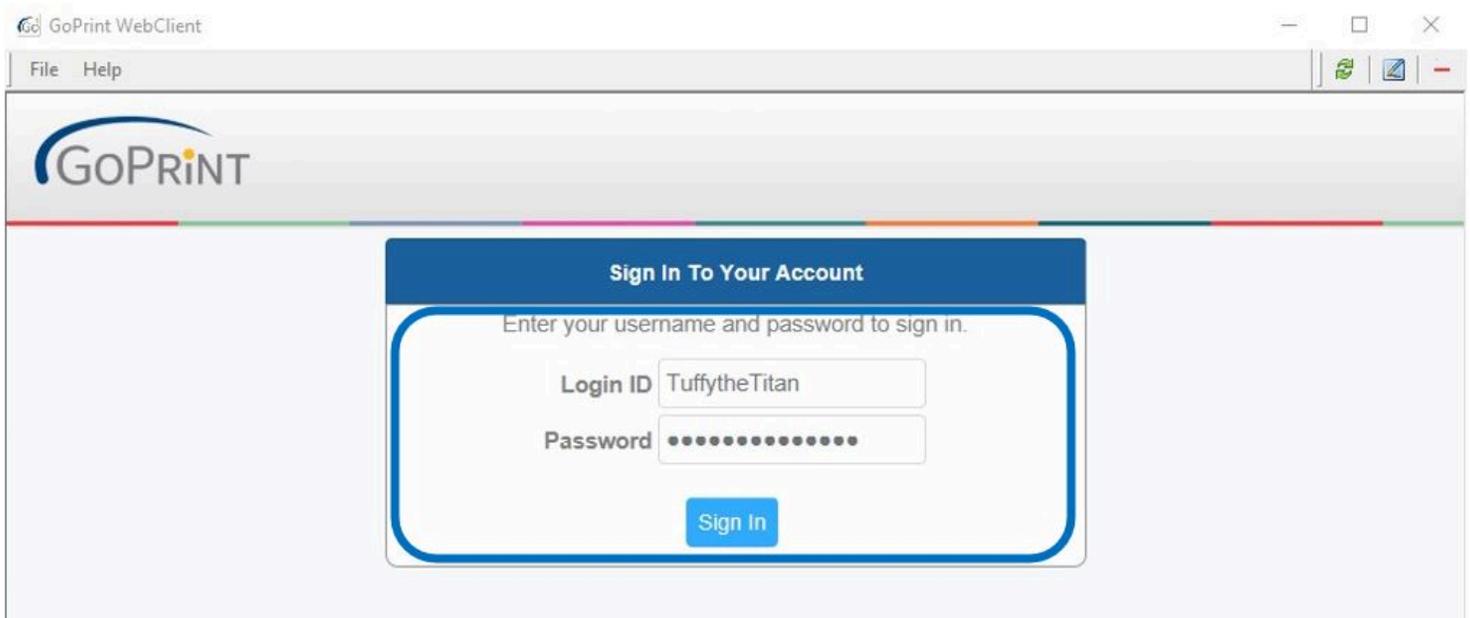
! Make sure you note the printer it is being sent to.



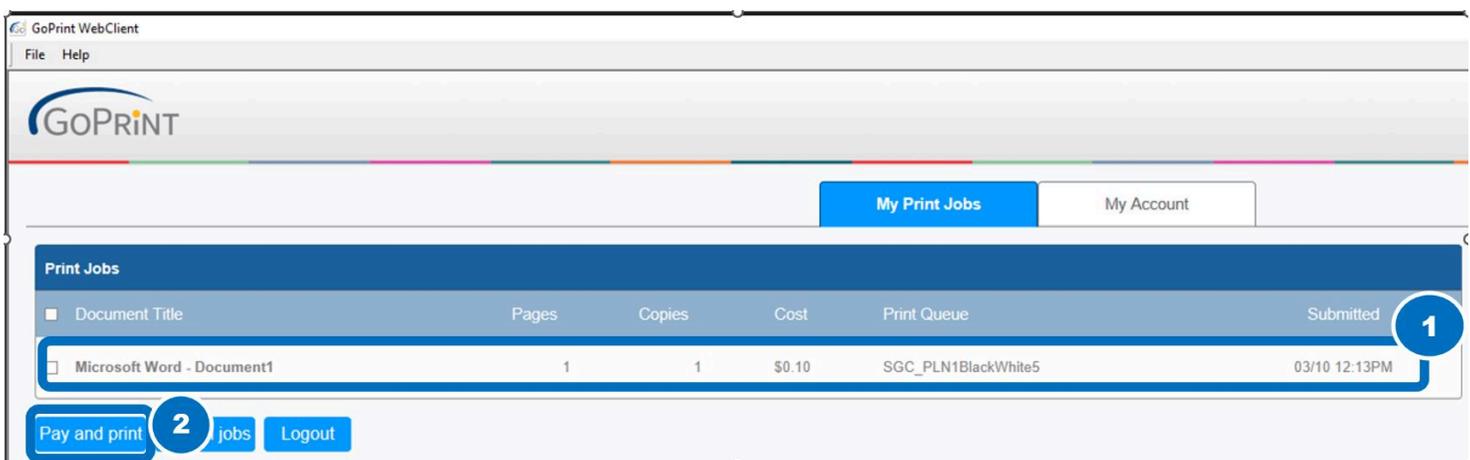
Step 2: Pay & Print Document

1. Login to GoPrint

- The GoPrint login screen will appear, if not, double-click the red swoosh icon in the bottom right corner.
- Enter your Portal username and password to login.



2. Select your document(s) from the list & click "Pay and Print"



 You can see how many pages you are printing, the cost, and if you have sufficient funds:

Account Summary	
Account	
Purse	TitanTender
Available	\$0.00

Transaction Summary	
Total	\$0.00
Print	0 Pages

Your TitanCard balance is automatically deducted and your document will then print out on the printer.

 **Note:** You do not need to swipe your physical card at the printer. To avoid confusion and loss of print jobs, it is advisable to collect your documents immediately once they have been sent to the printer.

3. Make sure you have sufficient funds

 You will see an error if there are insufficient funds:

The screenshot shows the GoPrint WebClient interface. At the top left, there is a navigation bar with 'GoPrint' and 'File Help'. A blue button labeled 'My Print Jobs' and a white button labeled 'My Account' are visible. A red alert box in the top right corner contains the text 'ALERT Insufficient funds. Please check your'. Below the navigation bar, a section titled 'Payment Incomplete' contains a table with columns 'Document Title', 'Pages', 'Cost', and 'Amount Paid'. The table is currently empty with the text 'No print jobs released.' below it. At the bottom, there are two summary boxes: 'Account Summary' and 'Transaction Summary'.

Document Title	Pages	Cost	Amount Paid
No print jobs released.			

Account Summary	
Account	
Purse	TitanTender
Available	\$0.00
Sign Out	

Transaction Summary	
Print Jobs	0
# of Pages	0
Account Balance	\$0.00
Payment	- \$0.00
Balance Remaining	\$0.00

- You can add funds to your TitanCard 3 different ways:
1. Visit the TitanCard Desk ([Hours & Location](#))
 2. CSUF Portal ([Add with a Credit Card](#))
 3. Print - Only stations in the library - TitanTender Deposit Icon ([Add with a Credit Card](#))

Need additional assistance?

- Visit or contact the Student Genius Center
 Location: Pollak Library North
 Phone: (657) 278-8203
 Hours: [Website](#)