

How to Print from a Campus Computer

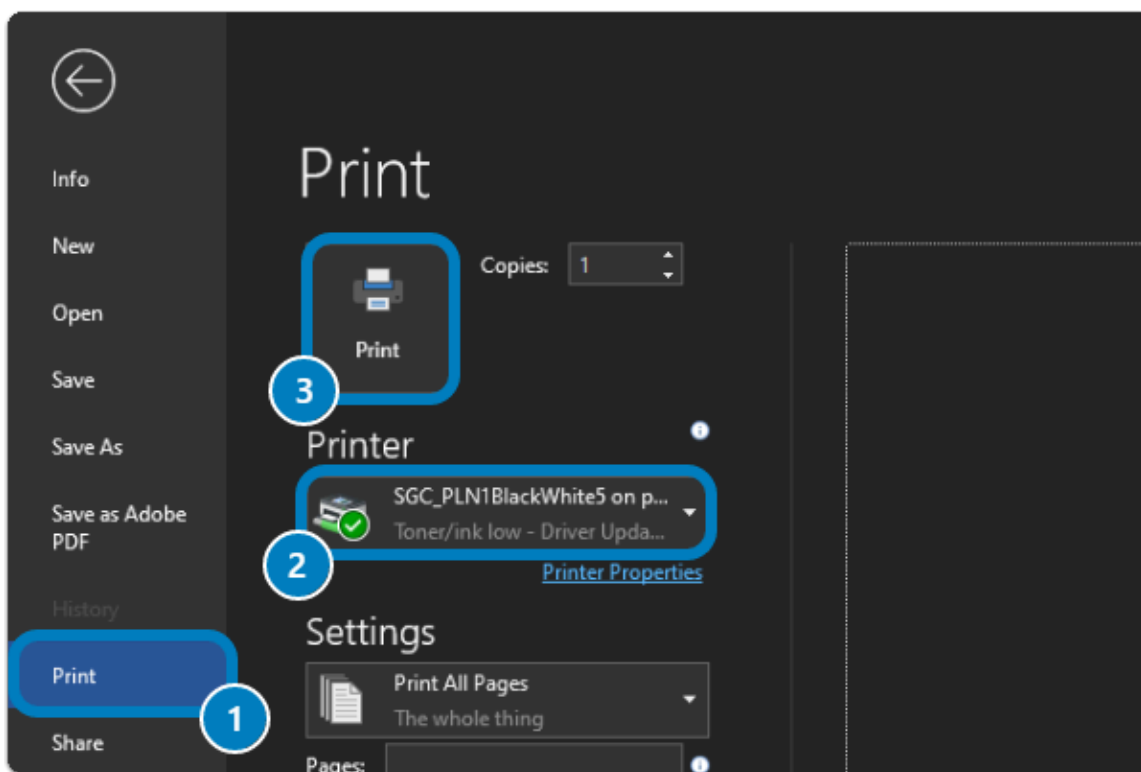
This article covers how CSUF students can Pay & Print on a campus computer

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.

GoPrint WebClient

File Help

GoPRINT

Sign In To Your Account

Enter your username and password to sign in.

Login ID TuffytheTitan

Password

Sign In

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

GoPrint WebClient

File Help


GoPRINT

My Print Jobs My Account

Print Jobs

Document Title	Pages	Copies	Cost	Print Queue	Submitted
Microsoft Word - Document1	1	1	\$0.10	SGC_PLN1BlackWhite5	03/10 12:13PM


Pay and print jobs Logout

 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, there is a navigation bar with the GoPrint logo and a menu with 'File' and 'Help'. Below the navigation bar, there are two tabs: 'My Print Jobs' (active) and 'My Account'. A red alert box in the top right corner states: 'ALERT Insufficient funds. Please check your'. Below the tabs, there is a section titled 'Payment Incomplete' with a table showing columns for Document Title, Pages, Cost, and Amount Paid. The table is empty, and a message below it says 'No print jobs released.' At the bottom, there are two summary boxes: 'Account Summary' and 'Transaction Summary'. The 'Account Summary' box shows 'Account: TitanTender', 'Purse: TitanTender', and 'Available: \$0.00' with a 'Sign Out' button. The 'Transaction Summary' box shows 'Print Jobs: 0', '# of Pages: 0', 'Account Balance: \$0.00', 'Payment: - \$0.00', and '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](#)