**MyPrint** – Student Facing Printers

Important Information for Staff and Students

**What have we done?**

- We have replaced the CAPS printing solution with MyPrint, UTAS’ new managed print service.
- This includes a new electronic purse where you can check and replenish credit any time via an online dashboard and portal myprint.utas.edu.au
- MyPrint utilises FollowMe style print functionality where you only ever select the one print queue then tap your id card on the printer to release and collect your prints

**What does it mean for me?**

- If you had credit on your existing CAPS account, your balance has been automatically switched to your MyPrint account. Please visit your dashboard at myprint.utas.edu.au to view your account or top up your credit.
- Detailed instructions on how to get started with MyPrint can be found here on the FAQ page under ‘Instructions and User Guides’ utas.edu.au/myprint/students
- Older style student cards (such as those with a magnetic stripe) may not be compatible – please see the below section on compatible cards.

**Why are we doing it?**

- To improve the quality of printing
- To reduce the cost of printing
- To improve the experience for students in managing their printing balance
- To improve document security when printing
- To reduce our carbon footprint

**Compatible ID Cards for Printing**

Older Style student ID cards with a magnetic stripe will not be compatible with MyPrint.

There are, however, several options available to students with this style of card to still be able to use MyPrint as follows:

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<td>1.</td>
<td><strong>Use your building access card or fob (if you have one)</strong></td>
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<td>2.</td>
<td><strong>Simply log-in to the printer with your University of Tasmania username and password</strong></td>
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<td>3.</td>
<td><strong>Obtain a new student ID card</strong></td>
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<td>4.</td>
<td><strong>Utilise a temporary Print Card (available at Library Locations)</strong></td>
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