

# 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](http://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](http://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](http://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:

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