# STUDENT PRINTING ON CAMPUS

## HOW IT WORKS

### GO TO THE WEB PORTAL

Open the web browser on your computer and navigate to:

**PRINTING.SMCSC.EDU**

### LOG IN

Log into the web portal using your SMC username and password you use to log into the PCs on campus.

### UPLOAD YOUR DOCUMENT

Choose the **Print** tab at the top of the page. Then, click **Select File to Upload**. You can upload PDFs, Word documents and other common file types. There is a link you can hover over that shows a full list of the accepted formats.

### PRINT

After clicking **Next**, choose 1 of the 3 printers available for student use. Indicate how many copies you'd like and some other print options. Click **Next** when you're ready to print and then click **Print Now** to send your job to the printer you selected!

All students begin each semester with a budget of $20 for printing. If you run out or would like to add more money to your balance, you can do so at the business office in the Buchheit Admin Building.