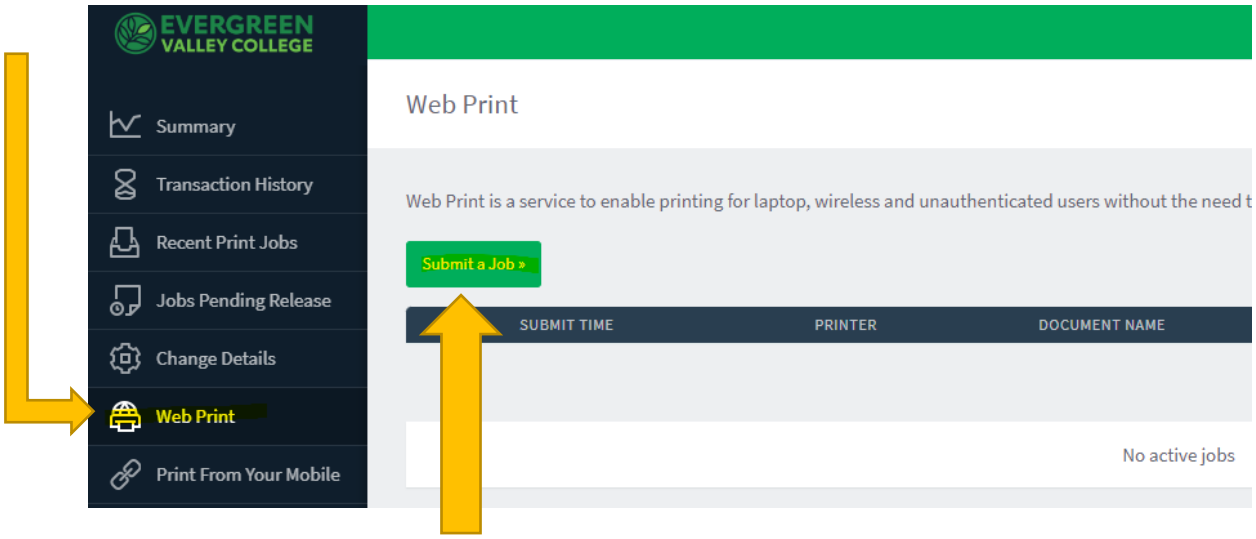
How to print from your own computer

Go to https://stuprint.evc.edu. At the prompt, login with your **single sign on** username and password. **For username, only use the part before the @.**

How to use Web Print

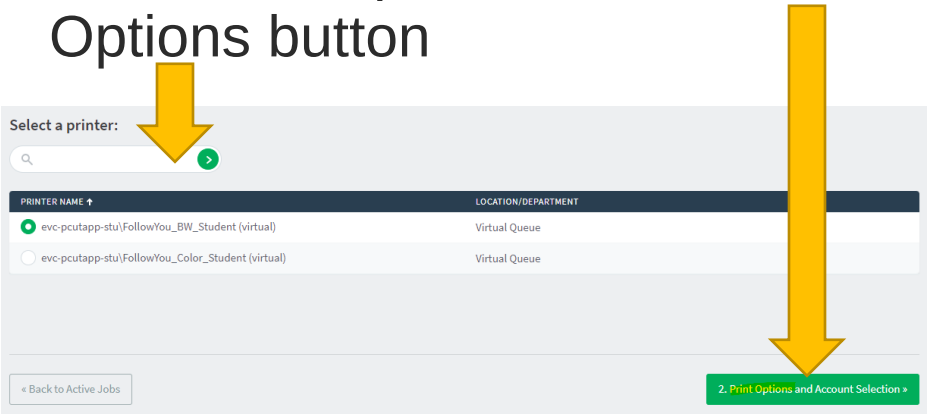
Students can print Microsoft Office, PDF, and image files directly from the browser on their own devices without having to install anything. Just upload the files to print in the portal and release it at the student printers.

1. Login to the Student Print Portal
2. Click on **Web Print** on the left menu.

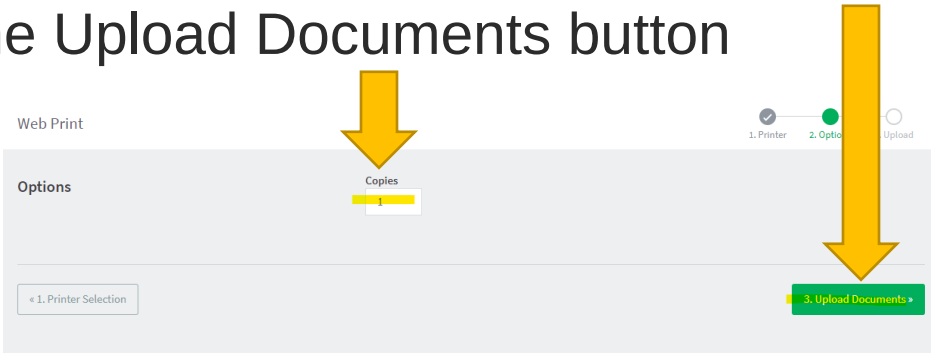


3. Click on **Submit a Job** button

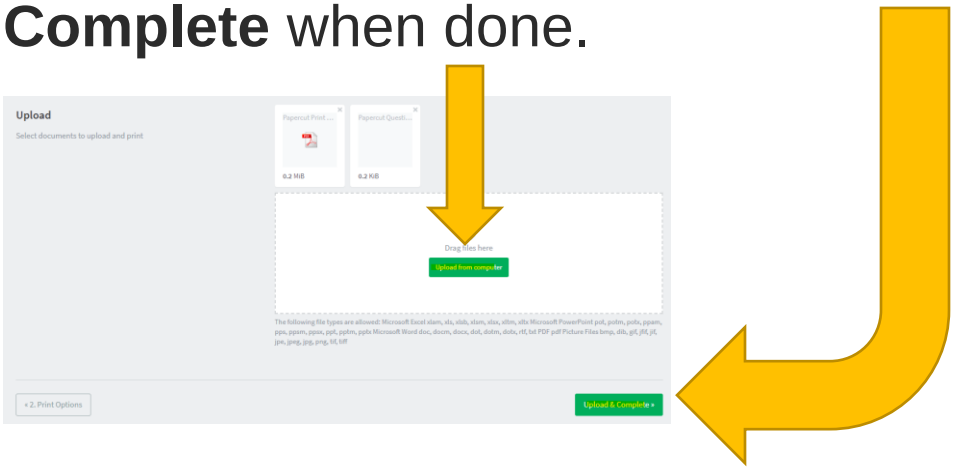
4. Select a printer, then click on the Print Options button



5. Type in the number of copies, click on the Upload Documents button



6. Either click on **Upload from Computer** or drag in the files to print. Note the file types allowed. Click on **Upload and Complete** when done.



7. The files are now ready to be released at the printers