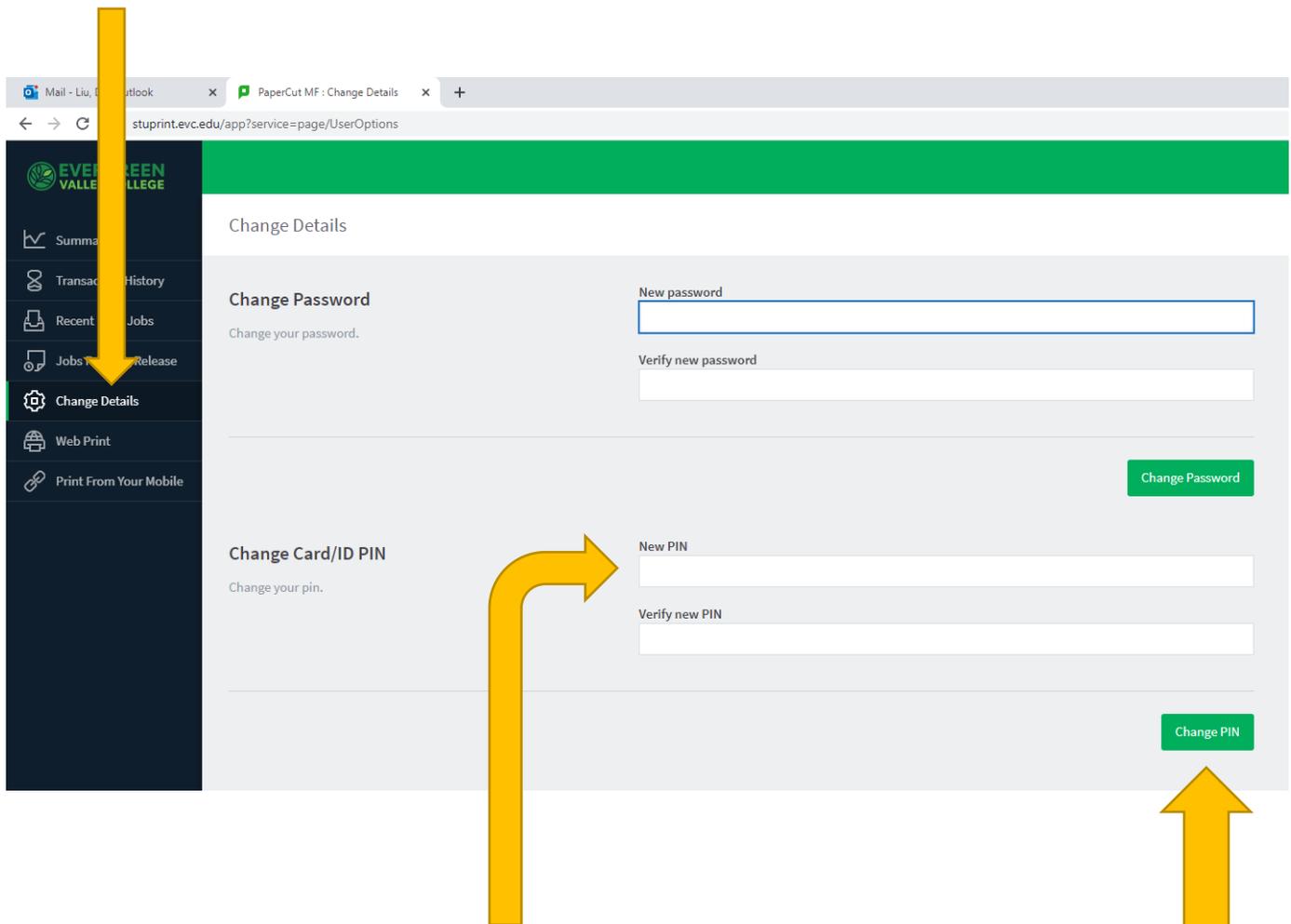


How to create PIN for printing by ID number

1. Login to stuprint.evc.edu using your SSO login (username is the part **before the @**, same password as the SSO password)

2. Click on **“Change Details”** on the left side menu



The screenshot shows a web browser window with the URL stuprint.evc.edu/app?service=page/UserOptions. The page title is "Change Details". On the left, a dark sidebar menu contains several options: Summary, Transaction History, Recent Jobs, Jobs to Release, Change Details (highlighted with a yellow arrow), Web Print, and Print From Your Mobile. The main content area is divided into two sections. The top section is "Change Password" with the instruction "Change your password." and two input fields: "New password" and "Verify new password". A green "Change Password" button is located to the right of these fields. The bottom section is "Change Card/ID PIN" with the instruction "Change your pin." and two input fields: "New PIN" and "Verify new PIN". A green "Change PIN" button is located to the right of these fields. A yellow arrow points from the "Change Details" menu item to the "Change Card/ID PIN" section, and another yellow arrow points from the "Change PIN" button to the "Change PIN" text in the instructions below.

3. Input a new PIN number (**numbers only, at least 4 digits**), and click **“Change PIN”**.

4. **Log out** the website from the top-right corner.