

HOW TO PRINT ON EVC CAMPUS

Print/Copy Self-Service

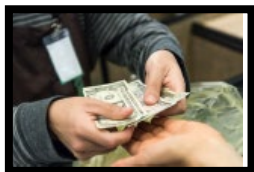
EVC Student ID cards are used to pay for prints and copies. Print from your device or lab computers. Student ID cards can be obtained from Admissions and Records.

Students can deposit money to print with the Cash Loader machines in MS-112 (MS3 Building), Open Lab and the Library (both in LETC Building). See the front desk for help.

Cost for prints/copies are:

- Black and White: 15 cents per one-sided page
 - Color: 50 cents per one-sided page
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Step 1: ADD MONEY



- Swipe your EVC Student ID card at any cash machine next to printer/copier
- Add bills (face up, in \$1, 5, 10 or 20 amounts). Cash only deposit.
- Hit “Done” to logout

Step 2: UPLOAD FILE TO PRINT PORTAL



- Must be a “saved” file that you can access from your device
- From your device, connect to our EVC wi-fi network
- Navigate to Student Print Portal: <https://stuprint.evc.edu>
- Use your school login/password to sign in with your credentials
- Click on “Web Print”
- Follow the prompts after “Submit a Job”
- “Jobs” will be held for up to 24 hours

Step 3: PRINT/RELEASE YOUR PRINT JOB



- Go to any student printer on campus (located on both floors of the LETC Building and in MS-112 of the MS3 Building)
- Swipe your EVC Student ID card
- Select “Print Release”
- Click on your file/print job
- Hit “Print” to print pages