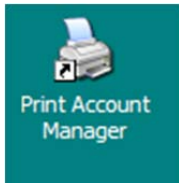


- Printers in LA5-352 and PH1-208 require a print code to allow students to print.
- Each print code contains 100 pages.

### Print Account Security

Students should set a personal password as a first step in protecting their assigned print account. This is a very simple process that is accomplished using an application called “Print Account Manager”, found on the desktop or in the Start menu.



When a user opens “Print Account Manager”, they will see the following screen:

A screenshot of the "Print Account Manager v1.1 - College of Liberal Arts" window. The window has a blue title bar and a brown background. It contains four text input fields labeled "Username:", "Current Password:", "New Password:", and "Confirm New Password:". Below the fields are two buttons: "Update" and "Exit". At the bottom, there is a footer section with the California State University, Long Beach logo and contact information on the left, and the "Tech Services" logo on the right.

**Print Account Manager v1.1 - College of Liberal Arts**

This utility allows you to change the password of your print account (issued to you by your instructor). Enter the information below and click "Update" to proceed.

Username:

Current Password:

New Password:

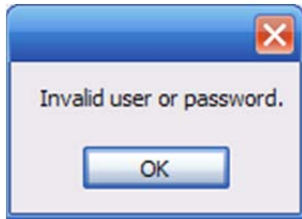
Confirm New Password:

CALIFORNIA STATE UNIVERSITY, LONG BEACH  
1250 BELLFLOWER BLVD., LONG BEACH, CA 90840  
(562) 985-4111

Tech Services

Most students will find this simple utility to be very intuitive and familiar. Students should enter their valid **BeachBoard username** for Username and **BeachBoard password** for Current Password in the appropriate fields, and set a new password by typing it in the “New Password” field, and once again in the “Confirm New Password” field for confirmation. Finally, click the “Update” button to commit the change.

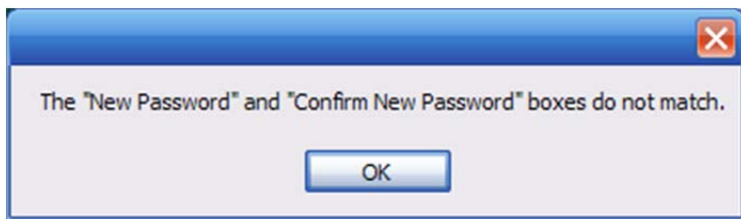
If an incorrect username or password is entered, the following dialog box will be displayed:



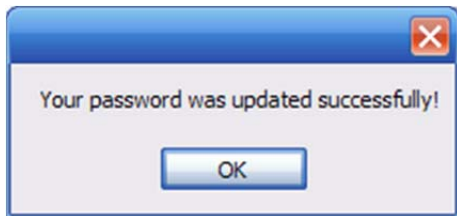
If the user is valid, but the old password is incorrect, the following dialog box will be displayed:



In the event a student mistypes their new password causing a mismatch in the "New Password" and "Confirm New Password" input boxes, the following dialog box will be displayed:



Finally, if the username and old password is valid, and the "New Password" and "Confirm New Password" boxes match, the following dialog box will be displayed:



When the "OK" button is clicked, the program will automatically close.

**IMPORTANT:** Since the default Username and Password are identical, it is necessary that all students update their passwords. If this step is not completed, the accounts can easily be accessed by other students who will know your Student ID. This would likely have a negative impact on the number of prints allowed if an account is misused in this way.

## How to Print

To print a document, web page, or other file type, simply print as you normally would (as required by the program). Typically, this would be a "Print" icon (Figure 1) in a toolbar, or by selecting "File" then "Print" from the main menu (Figure 2).

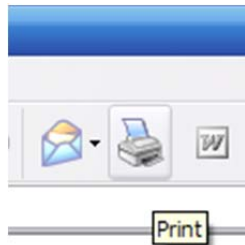


Figure 1

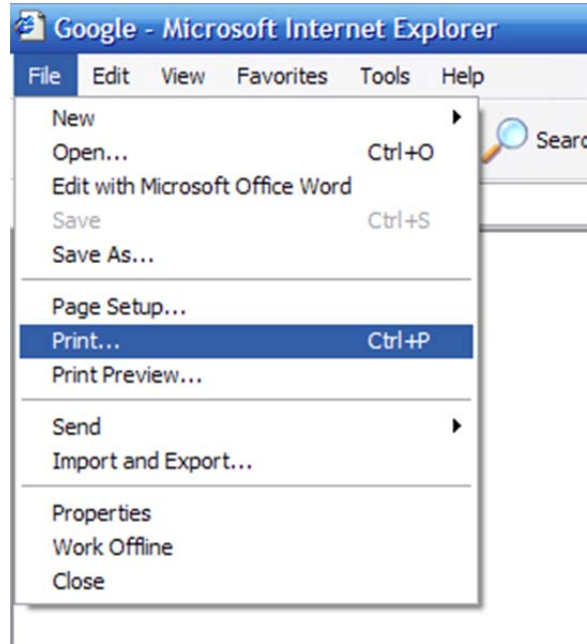
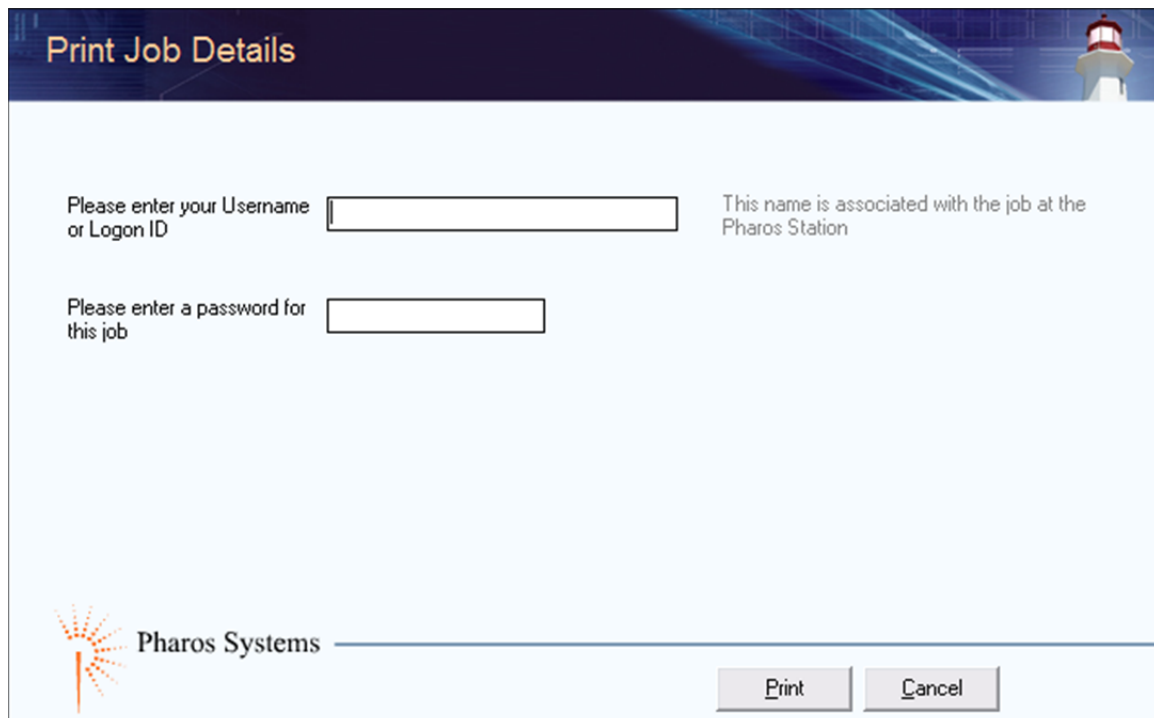


Figure 2


When "Print" has been selected, a dialog box will appear prompting the student to enter their print account's username and password:

A dialog box titled 'Print Job Details' with a lighthouse icon in the top right corner. It contains two input fields: one for 'Username or Logon ID' and one for 'password for this job'. A note next to the username field states: 'This name is associated with the job at the Pharos Station'. At the bottom left is the 'Pharos Systems' logo, and at the bottom right are 'Print' and 'Cancel' buttons.

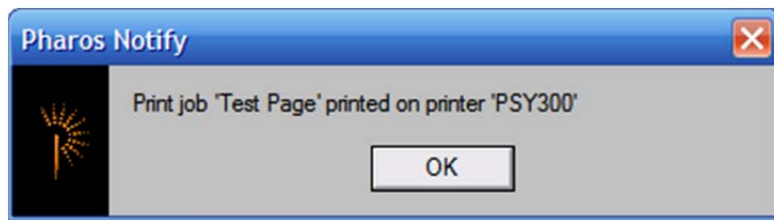
**Print Job Details**

Please enter your Username or Logon ID  This name is associated with the job at the Pharos Station

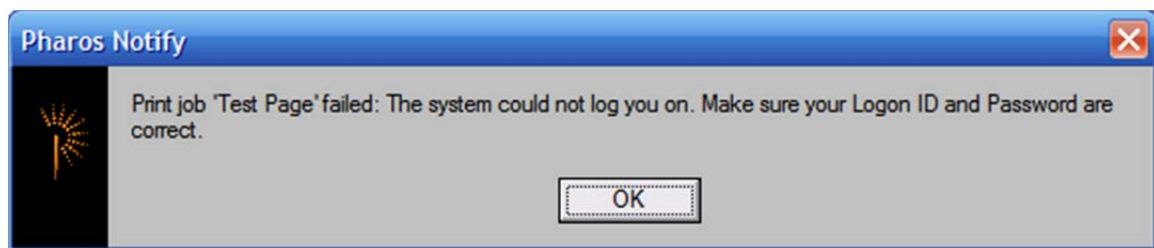
Please enter a password for this job

 Pharos Systems

If the student enters a valid username and password and the account has enough print credits available to print the current job, the following dialog box will be displayed (assuming the name of the print job was "Test Page" and the printer was named "PSY300"):



If a student receives the following message, ensure that the student is typing the correct username and password combination:



That's it!