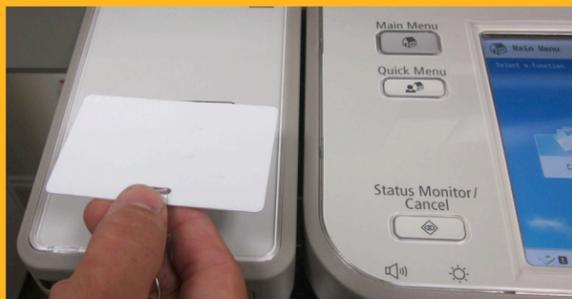


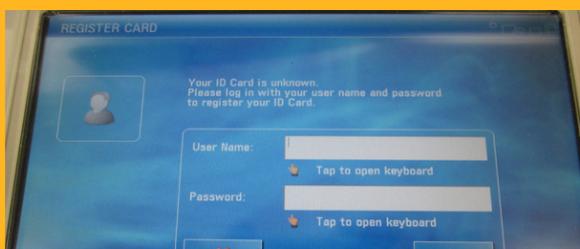
HOW TO RETRIEVE YOUR DOCUMENTS FOR PRINTING

1. Register* your ID card.

a. Place your ID card over the card reader.



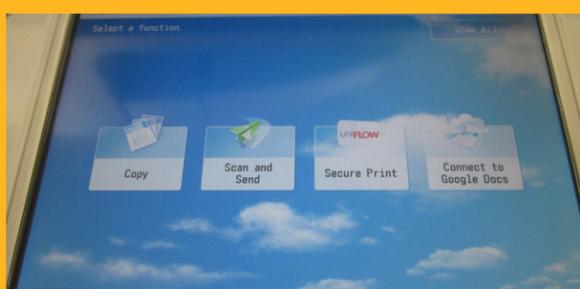
b. User Name = Email login (without “@sewanee.edu”) Password = Your Banner password



2. Your ID is now registered on all public printers.

3. To access your document(s) for printing:

a. Click on Secure Print.



b. Choose the file you wish to print.

c. Click Print/Keep. (This options will keep your job on the printer server for 48 hours.)

4. To logout: Place your ID card over the card reader.

* Registration is good until your Banner password is changed, at which time you will need to re-register your ID card on one of the public printer/copiers.