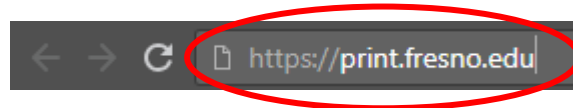


# How to Print From Your Personal Computer to Any FPU Printer

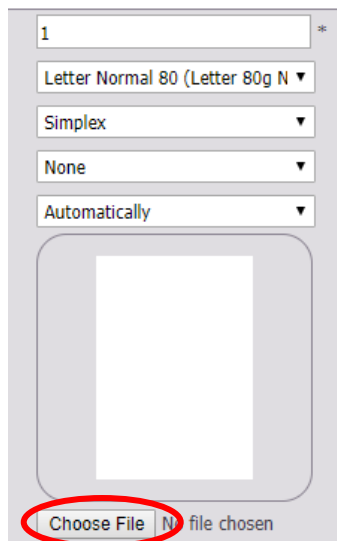
In your web browser, type in <https://print.fresno.edu> in the web address bar:



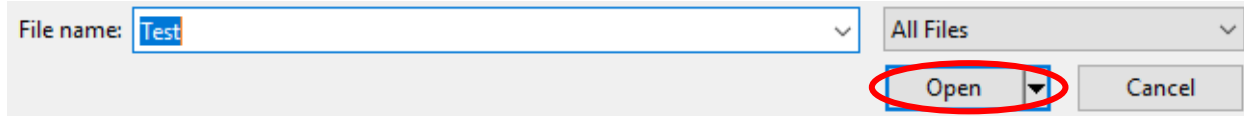
Enter your username (without the e-mail domain) and your alphanumeric Office 365 password. You can see an example below:

A screenshot of a login form. It features two input fields: "User Name:" containing the text "abc1" and "Password:" containing a series of dots. Both fields are circled in red. Below the password field is a checkbox labeled "Keep me logged in on this device". At the bottom center is a large, rounded rectangular button with a blue icon of a person and the text "Login".

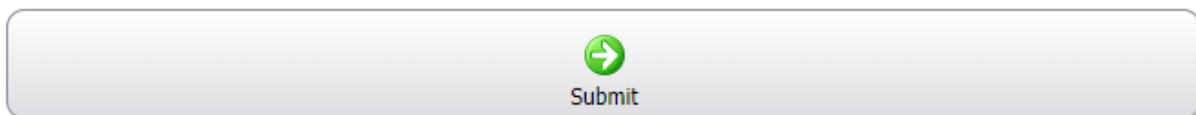
Make sure to change any options as necessary and then click on "Choose File":



Find the file that you want to print and then click "Open":



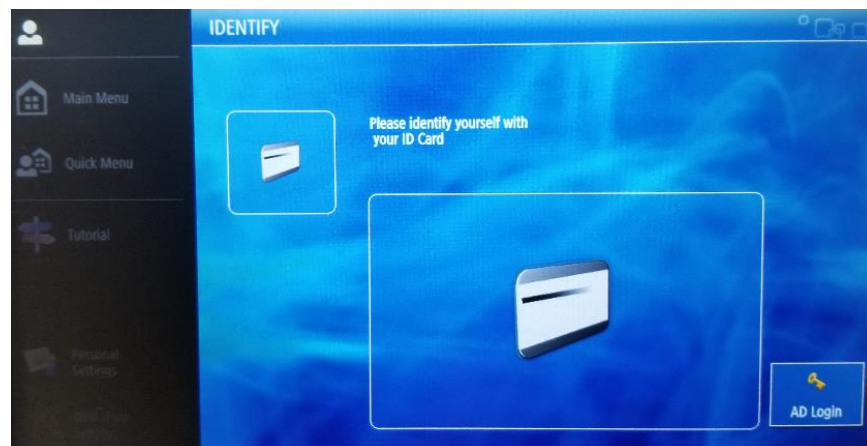
Once again, double check that all of the options are correct and then click on "Submit":



If the job was submitted successfully, you will see this message at the top of the screen:

You have successfully submitted your job!

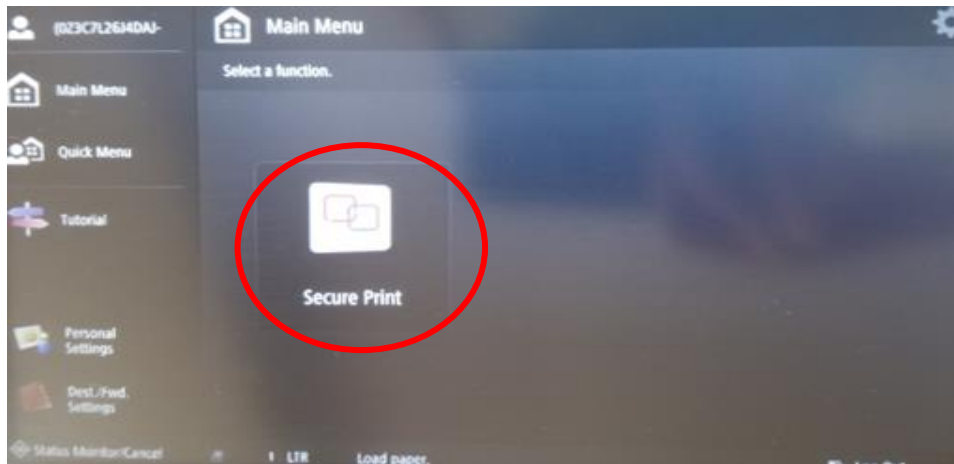
Go to the printer you wish to print from. There are some available at the library, computer labs, coffee shop, and the student lounge in SCC. You should see the following screen:



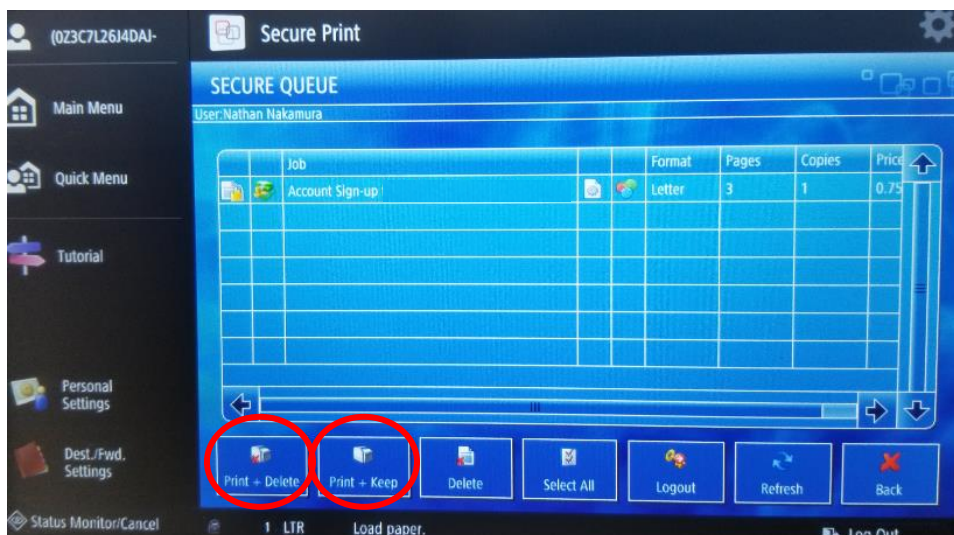
Slide/Swipe your ID Card through the card reader.



Select "Secure Print":



Once logged in, select the document you wish to print and then select **Print+Delete** or **Print+Keep**. If the desired document does not appear, try selecting **Refresh**. Once you have selected how you would like to proceed, the job will be sent to the printer.



PLEASE DO NOT FORGET TO SELECT **Logout** WHEN YOU'RE FINISHED

