

How to Print From Your Laptop

Please make sure you have money stored on your CGU ID card before attempting to print.

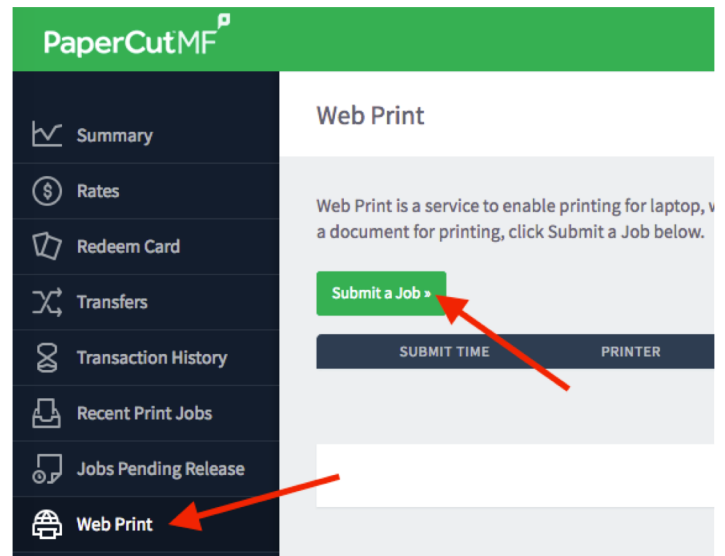
When you are ready to print, please make sure you have saved your document.

Then visit the web page a webprint.cgu.edu. Log in with your CGU user name and your CGU password.

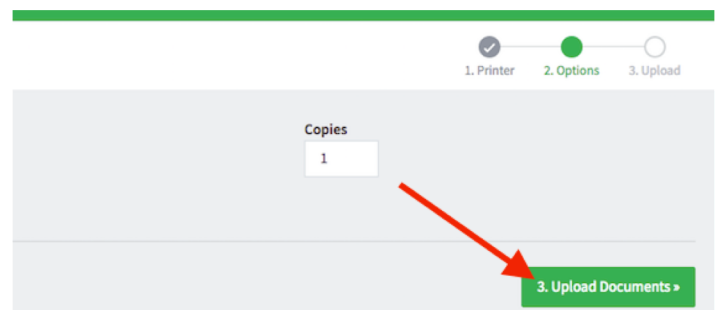


After logging in, click on “Web Print”, which is located along the left edge of the web page, at the bottom of the list.

On the next web page, click on the green “Submit a job” button.



On this web page, enter how many copies you would like to print. Then click on the “Upload documents” button.



On the next web page, click the “Upload from computer” button to choose which file you would like to print. Please note the list of accepted files located under the button.

If Web Print accepts your file, it will be shown near the top of the web page, as indicated by the blue rectangle in the image.

Click the “Upload & complete” button to send your document to the printer.

You will be returned to the original Web Print web page. Wait for your document to be processed. When it is finished, you should see the message “Held in a queue” to the right of your document, as indicated by the blue box in the image.

You can now go to the printer in ACB 118, Harper 8, or Burkle 18 to pay for and print your document.

