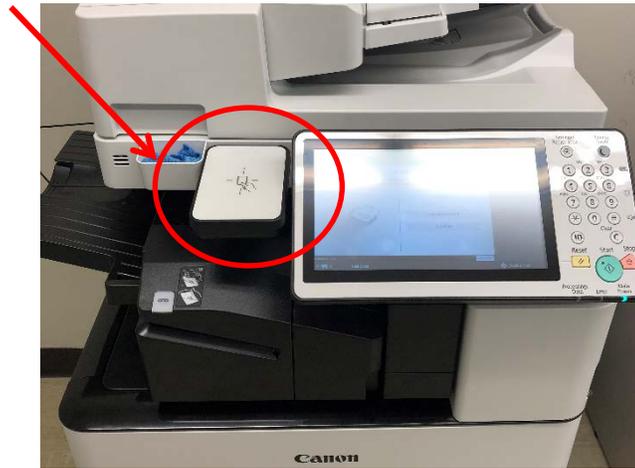
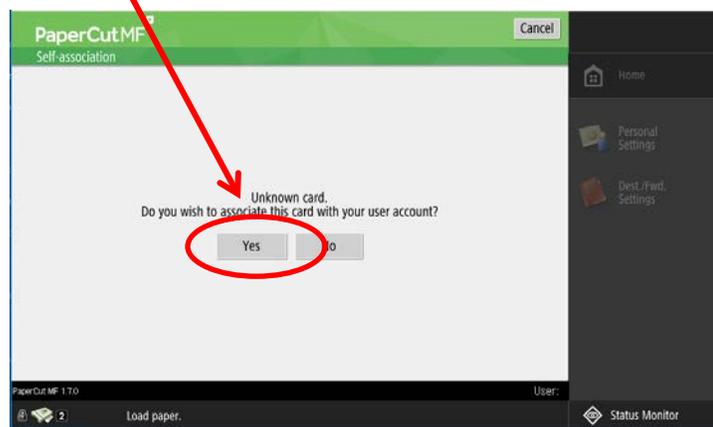


# First Time Printing? – Associate your ID

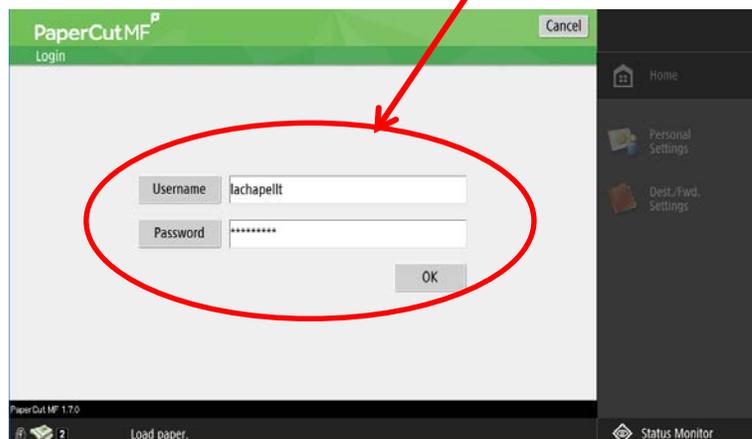
1. Scan your Ripon College ID on card reader



2. When asked if you would like to associate card with your user account – click “Yes”



3. Enter your “MyRipon Net ID” username & password and press “OK”



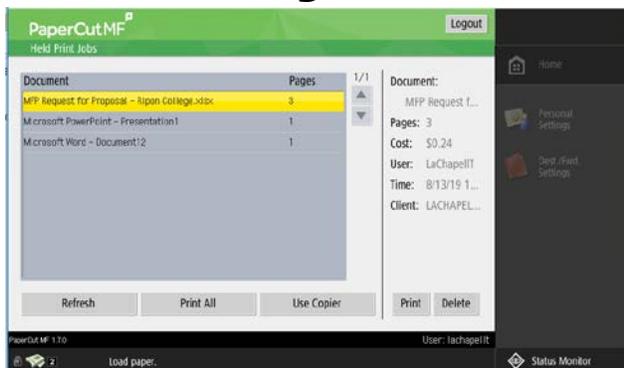
4. Click OK - it will take you back to the log-in screen – scan your card again to log in to your account.



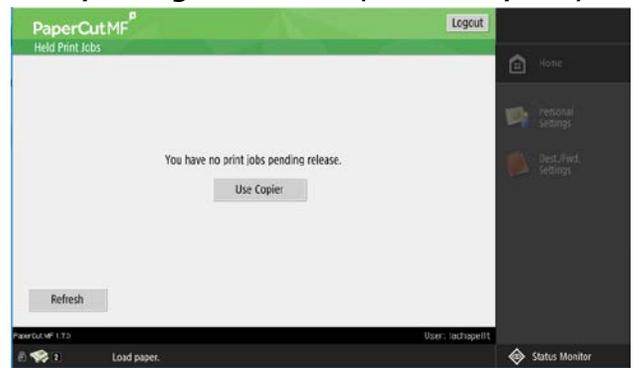
**Note:** Once your card is associated with your account, you can use it to retrieve your print jobs on any of the Canon MFPs (printers) around Campus.

5. You will then see one of the following two screens:

*Print Jobs waiting to be released*



*No print jobs sent (Use Copier)*



**Scanning Tip:** “Send to Myself” button – autopopulates your email address so you can easily scan and email yourself a file/document.

