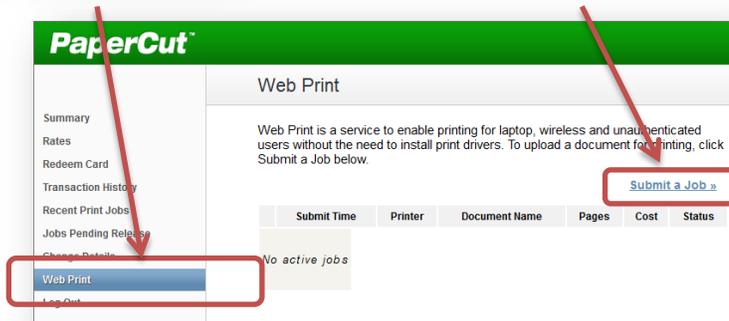


## Print From Your Personal Laptop

1. Go to the **MyRipon Portal** (my.ripon.edu) and log in with your **“MyRipon Net ID”**.
2. Click on the ITS tab and select **“Print From Your Laptop”**
3. Log in to **PaperCut** with your **“MyRipon Net ID”** username/password.



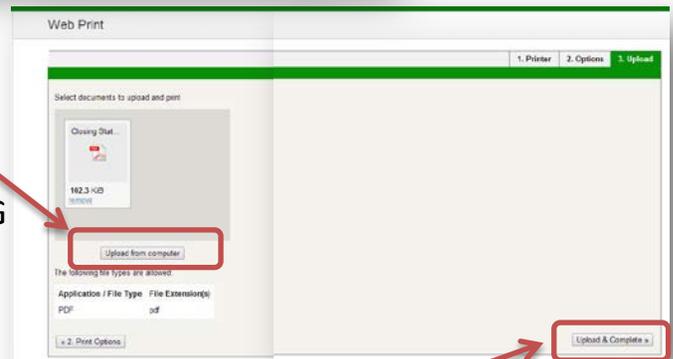
4. Click on the **“Web Print”** tab, and then click **“Submit a Job”**



5. Choose **“bromine\StudentGlobalPrint”** as your printer, then click **“Print Options and Account Selection”**



6. Choose number of copies desired
7. Select **“Upload from computer”** (NOTE: **Only .pdf FILES ARE ACCEPTED FOR WEB PRINTING AT THIS TIME** – convert Word documents or Google Docs to PDFs before uploading).



8. Click **“Upload and Complete”**! After a small loading time, your document will be added to the **global print queue** and can be **picked up at one of the printers on the campus!**