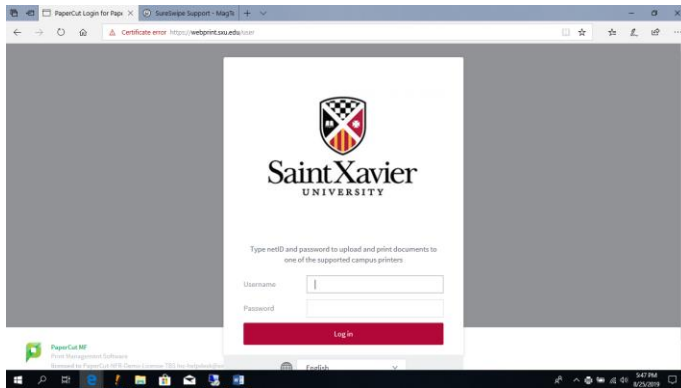
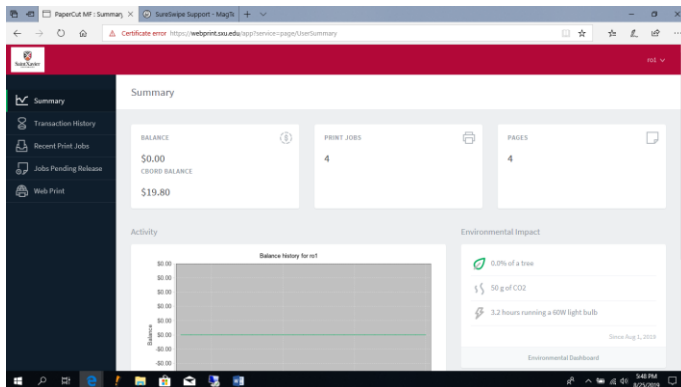


Printing to SXU printers

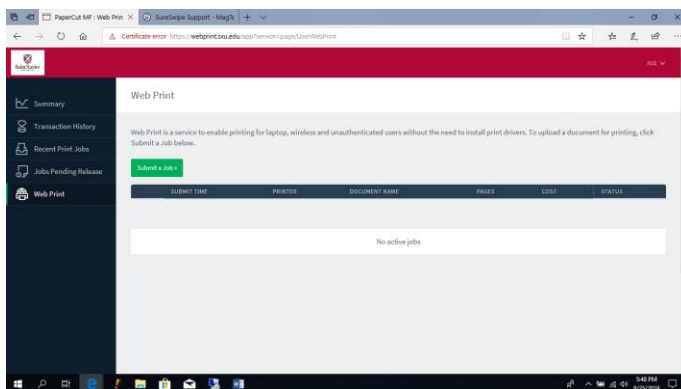
1. Go to <https://webprint.sxu.edu> on your computer
2. Log in with your netID and password



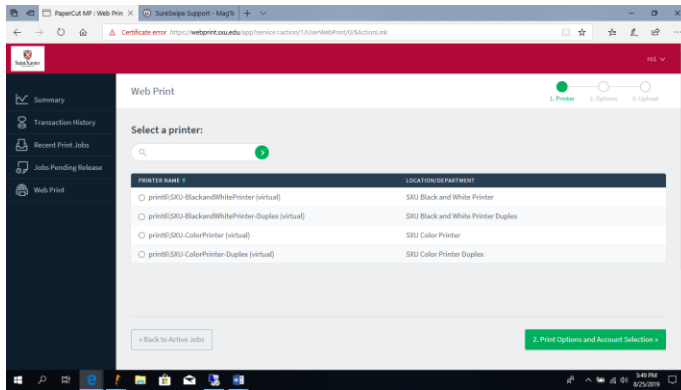
3. Choose Web Print from the Left Hand Navigation



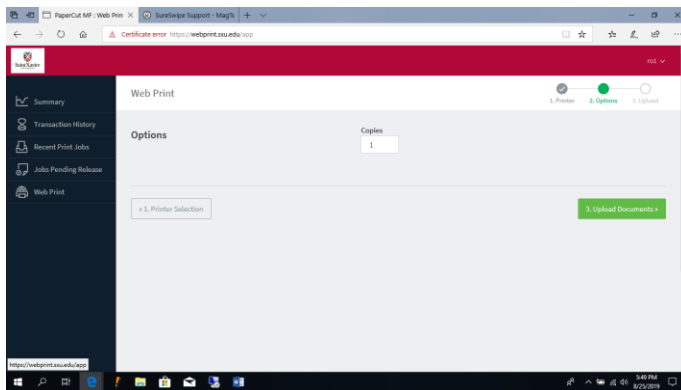
4. Click on Submit a Job



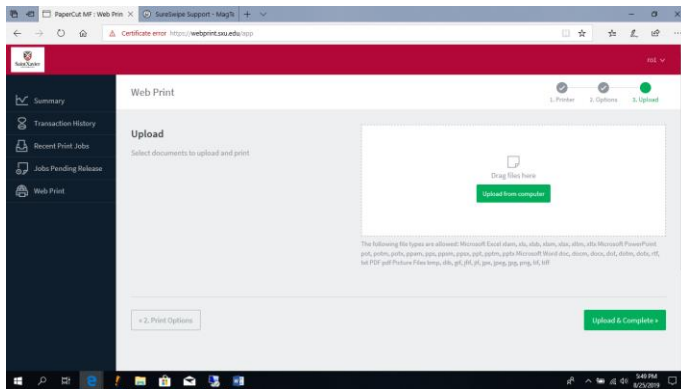
5. Select the printer based on your needs, (duplex is double sided)



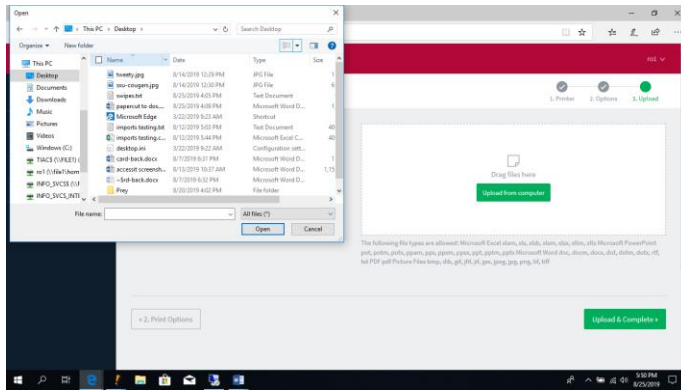
6. Choose Upload Document



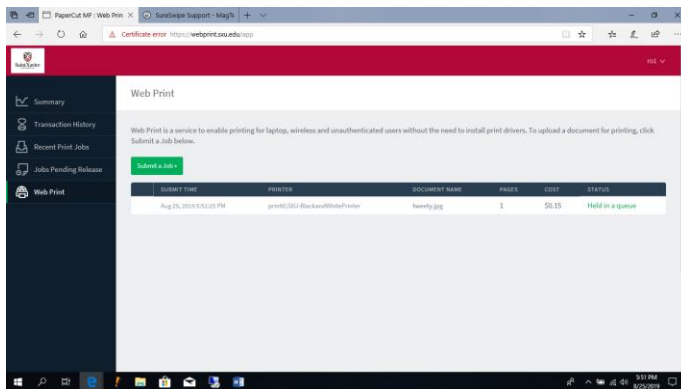
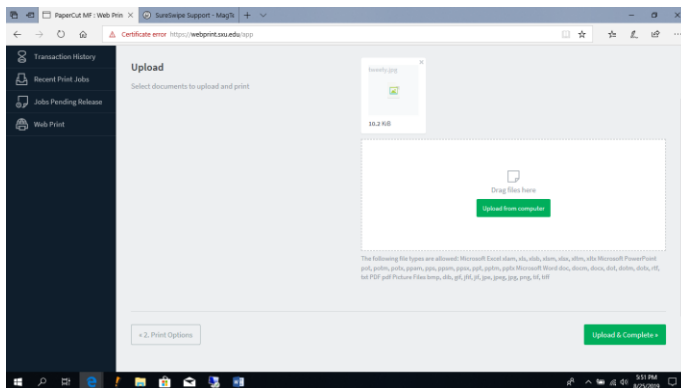
7. Choose Upload from computer or drag and drop the documents for printing



8. Browse on your computer for the document to be printed



9. Click on Upload and Complete



10. Go to any available release station and use your Cougar Card to release your print job