Printing on Campus Transcript

In this video we're going to go over how you can print on campus at La Trobe University.

So, this video is going to take you through how to access the printing page on our website and how you're going to be able to print from your personal devices.

So, we're going to go to www.latrobe.edu.au and click on La Trobe students.

From here we're just going to scroll down a little bit and got to the help and support tile under popular links.

Then we're going to click find more for Student IT Support and then on the left-hand side of the screen there'll be a printing tab that we're going to click on.

This is going to take you to our printing page.

So, before we start printing, we've got to go to what we call our recharge page.

This is where you're going to be able to put money on your account so you're able to print from La Trobe devices.

From here just enter your student ID number. Click validate username. And then you're just going to enter the amount you want to put on your card.

And then this is just going to take you to our payment section where you can fill in your details to put in the money on your account.

Once you have money on your account we're going to go to the login to my print.

In here you're just going to put your student ID number again by itself and your password and this will log you into our printing system.

Now on this page on the left-hand side we're going to go to the section that says web print.

And then we're going to click the one that says submit a job.

Now we have two printer options black and white and colour.

Black and white is cheaper so we're going to use that for this example.

And then you have the option of how many copies and then you should be able to just upload your document from your computer.

And click upload and complete.

This is going to send the job to the printer.

So, on the printer you should be able to just put in your La Trobe username and password or if you have a student id card you can just tap that one.

Select print all and this is just going to print all of your printings that you've sent.

We hope this has helped if you do need any assistance please just contact us on our details listed below.