

# Setting and changing your WebPrint PIN

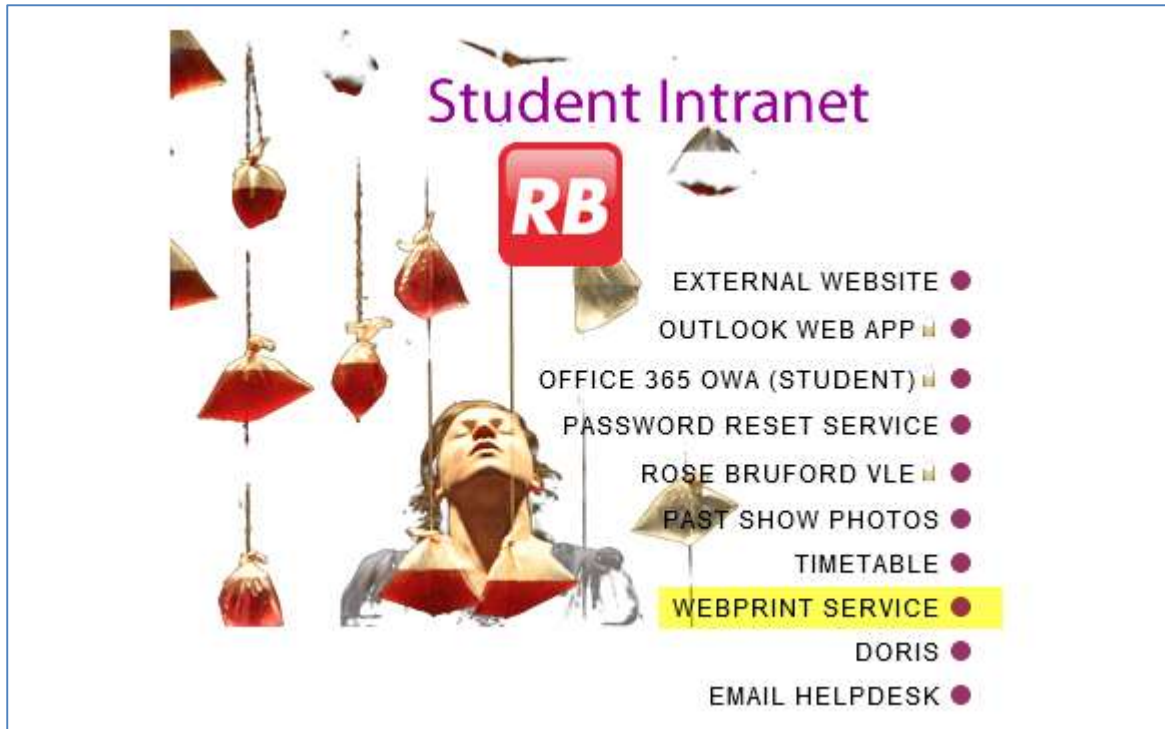
How to set and change your PIN number to use the college's copier/printers





Before you can use the college's WebPrint service on the copier/printers you need to set your 4 digit PIN number

To do this you log into a college computer, start Internet Explorer and then click on the 'WebPrint Service' shown on the homepage below:



You can also access this link externally via the Portal page link on the external website homepage

This will then show the WebPrint login page and you enter your current valid college username/password in the boxes:

The image shows a screenshot of the 'WebPrint Login' page. The page has a light gray background. At the top, it says 'Rose Bruford College's WebPrint Login' followed by the 'RB' logo. Below this is a warning message: 'Access to this service is for registered Staff and Students ONLY. Please note that all access is logged and sessions may be monitored..... Please login using your valid College username/password'. The login form consists of three input fields: 'Username', 'Password', and 'Language' (with a dropdown arrow). Below the fields is a 'Log in' button.



Once logged into the WebPrint Service, click on the left hand menu link 'Change details' as shown below:

The screenshot shows the 'WebPrint Login' interface for Rose Bruford College. The left-hand menu has 'Change Details' highlighted in yellow, with a red arrow pointing to it. The main content area shows a 'Summary' section with a table of account details:

Username	tempstaff (temp staff)
Balance	-£21.70
Total print jobs	0
Total pages	0

Below the summary is an 'Activity' section with a bar chart titled 'Balance history for tempstaff' showing a value of £0.00.

Enter your chosen 4 digit PIN into the boxes and click on 'Change PIN'

The screenshot shows the 'Change Card/ID PIN' form. It has two input fields: 'New PIN' and 'Verify new PIN'. A 'Change PIN' button is located at the bottom right of the form. The left-hand menu is visible, with 'Change Details' selected.

You PIN number has now been set/changed and you can immediately use this to access the copiers

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