

calpolyad

Art & Design Lab Printing Credit - Purchase

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- PolyPlanner
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- MustangJOBS: Job Listings for Students
- Health and Counseling Portal
- Electronic Workflow
- Technical Service Request
- Facilities Requests for on-campus or VPN users
- PolyCard Services

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Important Financial Dates

Registration-related Dates

Winter Quarter 2015

Registration Opens	11/10/2014
Class Cancellation Deadline #1	12/05/2014
Registration Open Enrollment Begins	12/09/2014
Class Cancellation Deadline #2	12/16/2014

Campus Housing & Dining Dates

Account Summary

Student Account Balance Payments Financial Aid

Registration & Other Fees

Housing

Dining

TOTAL

[View Account Activity](#)

[View Unpaid Charges & Balances by Term](#)

Registration and Tuition Fees are charged per quarter. Housing Dining fees are charged annually.

For more info view [HOW & WHEN TO PAY](#).

Make a Payment Now

INTRODUCTION

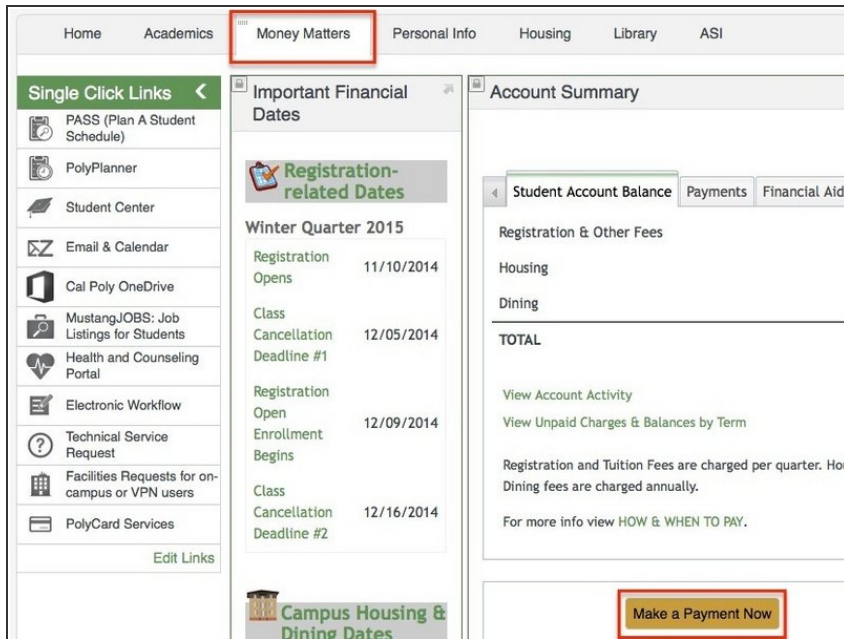
This guide will show you how to purchase credit use to print to Art & Design lab printers. Follow these steps to:

1. **Navigate to the Payment Portal**
2. **Select Printing credit and check out**
3. **Forward your email receipt to artprinting@calpoly.edu to complete the process.**

Where can students print? Printers setup for students and that can use the credit on the PaperCut system are located in:

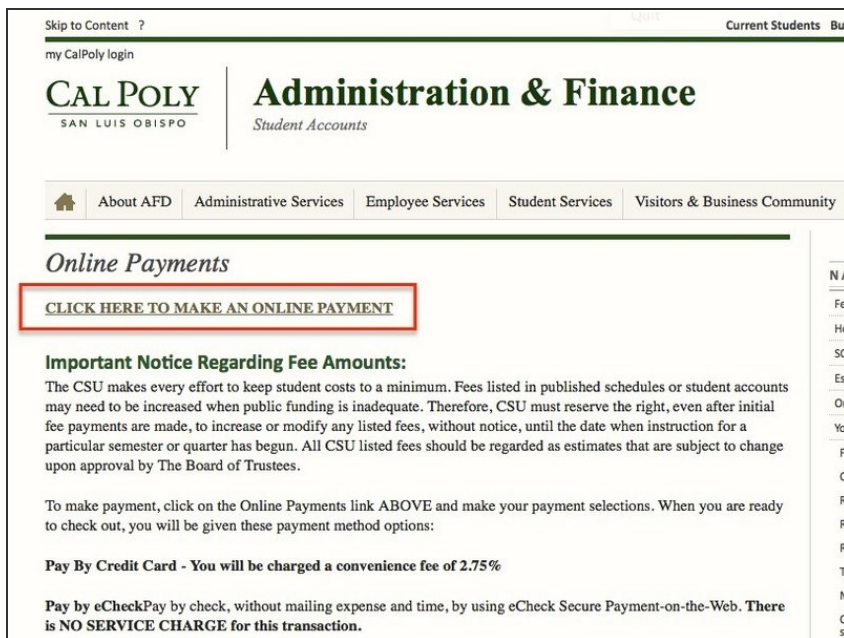
- **Computer Lab - Room 151**
- **Resource Center - Room 160A**
- **Photo Lab - Room 222**
- **Graphic Design Student Collaboration Area - Room 159B**

Step 1 — Navigate to the Payment Portal



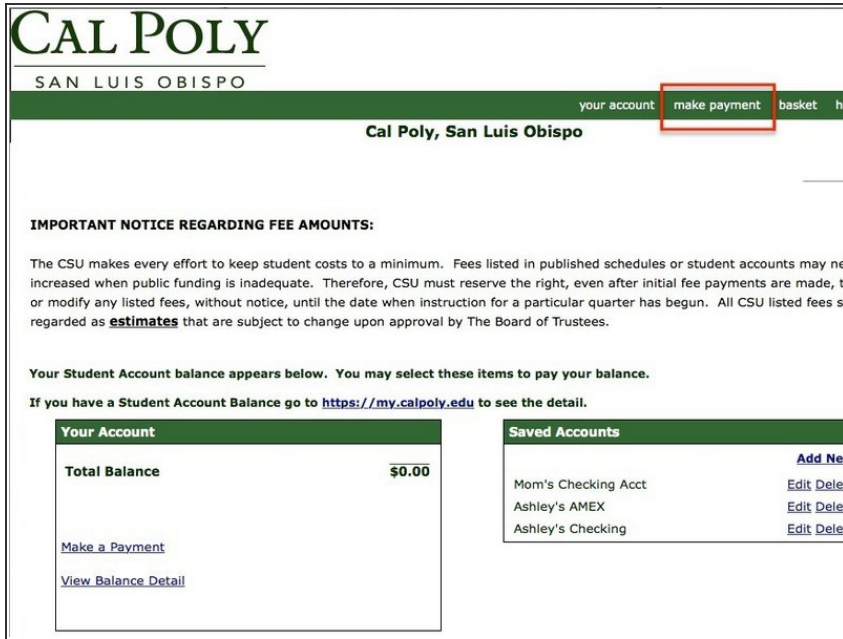
- Log into the [MyCalPoly](#) portal with your Cal Poly credentials.
- Click on the **Money Matters** Tab, and then click the **Make A Payment Now** button.
- You will be taken to the *Online Payments* page.

Step 2 — Click Online Payments page link



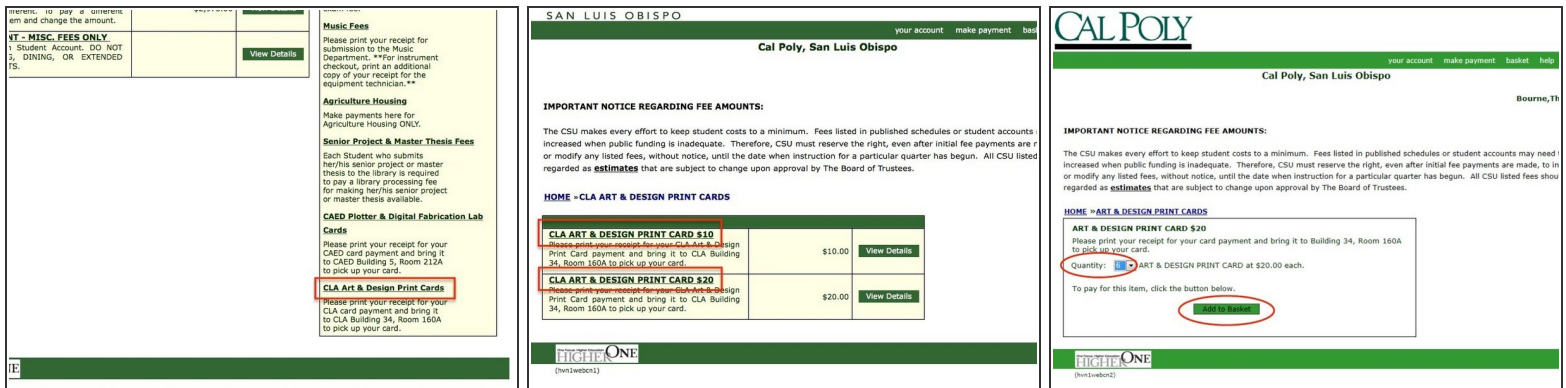
- Select the **CLICK HERE TO MAKE AN ONLINE PAYMENT** Link.
- You will taken to the *Balance and Payment* page.


Step 3 — Click Balance and Payment link



- Select **make payment** tab at the upper right area of the page.
- You will be taken to the *Product Selection* page.

Step 4 — Select printing credit and check out



- Click on the **Art & Design Print Cards** link in the lower right corner to select print credit options.
- Click on the value of credit you want (\$10 increments). It is wise to buy 2 or more print credits at a time.
- Select the quantity of print cards, and click **Add to Basket**.
- Follow the on screen instructions to submit payment and complete transaction.
-  You can select multiple cards, up to a maximum of 10 per transaction.

Step 5 — Forward email receipt to complete the process

----- Forwarded message -----
 From: <universitycashier@calpoly.edu>
 Date: Fri, Sep 30, 2016 at 2:19 PM
 Subject: Thank you for your payment
 To: youremail@calpoly.edu

Receipt Number: 1685482
 Customer: LASTNAME,FIRSTNAME
 WEB
 Current Date: 09/30/2016
 Business Date: 09/30/2016

Forward to this address

Description	Amount
3 CLA ART & DESIGN PRINT CREDIT \$10	\$30.00
Print credit for PaperCut print system used from Art & Design Department lab computers. Please forward a copy of your email receipt to: artprinting@calpoly.edu to have the credit applied to your Art & Design printing account.	
Convenience Fee	\$0.82
Total	\$30.82
Payments Received	Amount
Smartpay	\$30.00
Visa XXXXXXXXXXXXX1234 Authorization # 123456	
Smartpay	\$0.82
Visa XXXXXXXXXXXXX1234 Authorization # 1234567	
Total	\$30.82

Thank you for your payment.
 Go to <https://my.calpoly.edu>

- An automated email receipt will be sent to your calpoly email account. Forward the email receipt to:
artprinting@calpoly.edu
 - Once the forwarded receipt has been received, the value will be added directly to your PaperCut account by a tech. Log into any Art & Design lab machine and your balance will be displayed.
- To confirm your receipt has been received, an automated confirmation will be sent from:
artprinting@calpoly.edu
- Human interaction is required for the last step. You can buy credit and forward the receipt at any time, but the printing credit won't hit your account (and be available for use) until a tech has checked the email account and posted the values to PaperCut...during normal hours on normal days.*