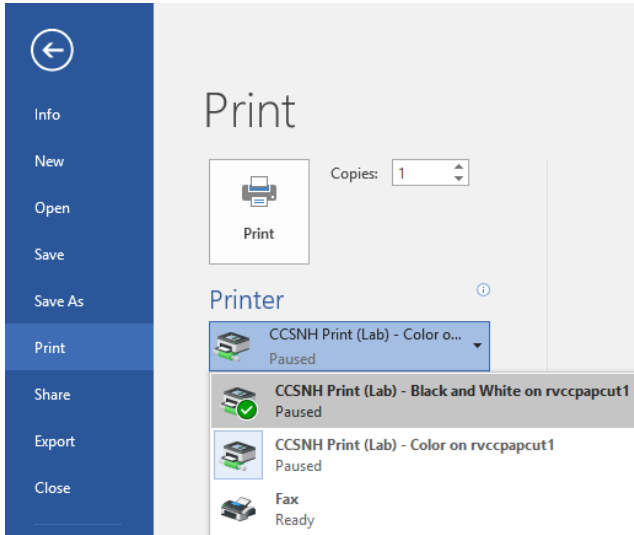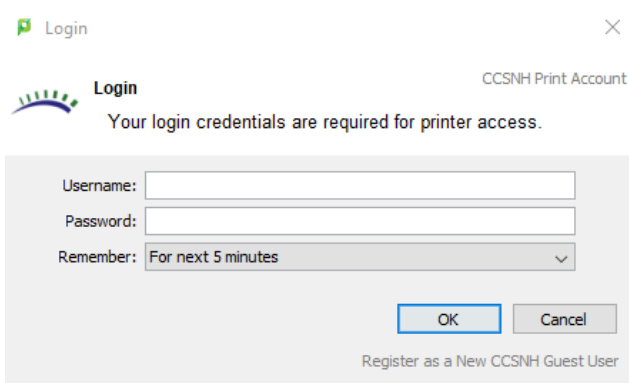# STUDENT Printing Instructions

Note: *When you login to the computer, you will automatically see the log in page. You can cancel or ignore this until you print*
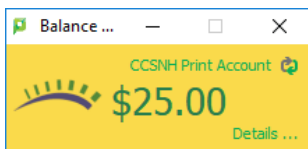
Step 1: After you select Print, make sure to select the right printer for B&W or Color print,

Step 2: Once you click print, your will be prompted to enter your EasyLogin credentials

Note: Once you are logged in, your balance will be shown in upper right corner of the screen.

Step 3: Go to the printer, scan your ID Badge to login to the system.

Note: For the first time user, you have to associate your card by scanning your ID and entering your Easylogin credential.

- To print, click "***Print Release***"
- To Copy, click "***Access Devices\Copy***"
- To Scan, click "***Scan***"

How to Recharge your Balance:

Step 1: Goto https://print.ccsnh.edu/

Step 2: Login with your Easylogin credential

Step 3: Click "Add Credit" to add balance using credit card in an increment of $2, $5, $10 and $20

Note: This portal will give you access to your balance, transfer balance, transaction history etc.