

How to...

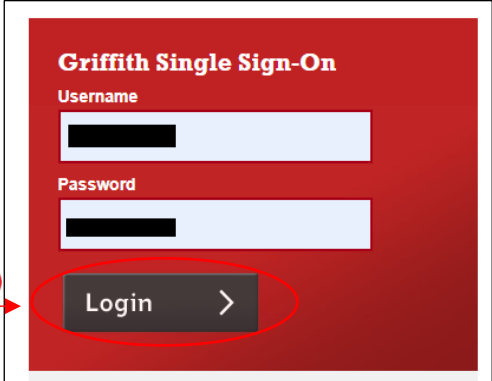
Use the myPrint Portal

Introduction

This guide will show you how to use the myPrint Portal while connected to the Griffith University network. Please note you need to be connected to the Griffith University network (not EduRoam) or connected using Griffith's VPN to access MyPrint.

Step 1: Access myPrint

- 1 Access myPrint at <https://myprint.griffith.edu.au>.
- 2 Login using your **Griffith username** (sNumber) and **Single Sign-On password**.



Griffith Single Sign-On

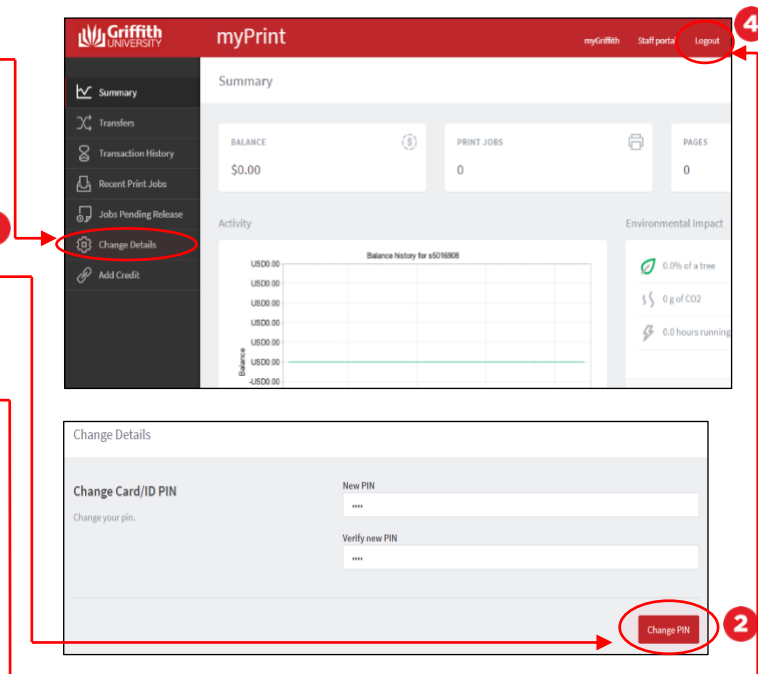
Username
[Redacted]

Password
[Redacted]

Login >

Step 2: Setup and reset your pin

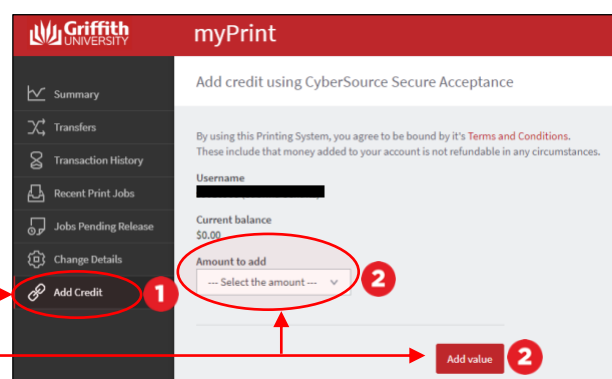
- 1 Login to the myPrint portal at <https://myprint.griffith.edu.au> and select **Change Details**.
- 2 Enter your **New PIN** > **Verify new PIN** > select **Change PIN**. Please note your PIN must be numerical and a minimum of four digits.
- 3 A message confirming that your PIN has been successfully updated will display. It may take up to five minutes for your changes to apply.
- 4 Select **Logout** to exit the myPrint Portal.



Step 3: Top up your account

- To add credit to your account, you will need to login to the myPrint portal and add credit using either a MasterCard or Visa credit card.

- 1 Login to the myPrint portal at <https://myprint.griffith.edu.au> > select **Add Credit**.
- 2 Select **Amount to add** from the drop-down menu > click Add value.



- 3 Enter your **Billing Information** and **Payment Details** > select **Pay**. Any details maked with an asterisk (*) are mandatory.
- 4 A **Transaction Receipt** screen will show. You will also be emailed a receipt.
- 5 Your new balance will show on the **Summary screen**.
- 6 Select **Logout** to exit the myPrint Portal.

Step 4: Transfer funds to another account

- You can transfer fund from your myPrint account to another account.

- 1 Login to the **myPrint portal** at <https://myprint.griffith.edu.au> > select **Transfers**.
- 2 Enter the **amount** (must be less than available credit), the **users sNumber** in the **Transfer to user field** and a **comment** if required. Select **Transfer**.
- 3 A message will appear at the top of the screen confirming if the transfer has been successfully applied.
- 4 Your updated balance will be reflected on the **Summary screen**.
- 5 Select **Logout** to exit the myPrint Portal.

Step 5: Check your balance

- You can check your available balance by logging into myPrint.

myPrint

- 1 Login to the **myPrint portal** at <https://myprint.griffith.edu.au> > Your balance will be displayed on the Summary screen.
- 2 Click Logout to exit the myPrint portal.

