

How to load funds to your papercut account

Students can load funds to their printing account by following the following:

Step 1

Students who exceed their print limit can stop by the Student Business Office located in the Walter Center to purchase a print bucks card. **(Note: students can also do the same process via the web at <https://papercut.ollusa.edu:9192/user>)**

Step 2

Once you have purchased a print buck's card, login to any computer on campus. To the upper right hand of the screen you will see your Papercut Balance. Click on the details.



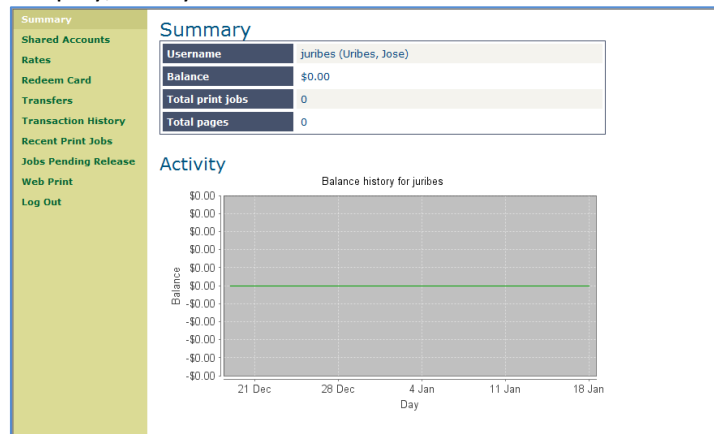
Step 3

Next, use your school credentials (user name and password) to log in.

A screenshot of the OLLU login page. At the top is the "GOING green OLLU" logo with "OUR LADY OF THE LAKE UNIVERSITY" below it. A warning message reads: "You are accessing a University-managed computer system. Unauthorized or inappropriate use is prohibited. Please use your University User name." Below this are three input fields: "Username" with "jobob" entered, "Password" with masked characters, and "Language" set to "English". A "Log in" button is at the bottom right.

Step 4

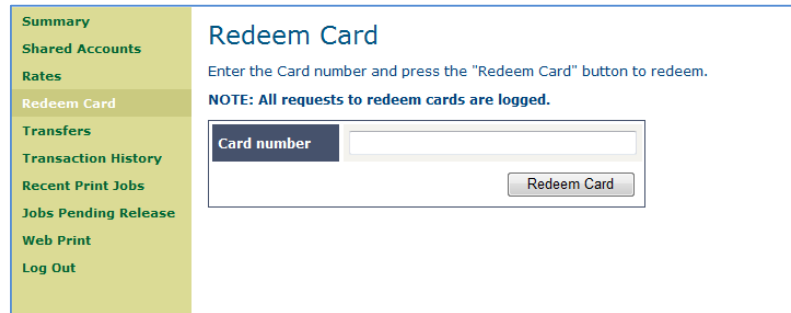
The summary screen will display, here you will click on "Redeem Card".



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Step 5

Next, you will enter the code that is located on the back on the Print Bucks Card, then click on Redeem Card.



The screenshot shows a web application interface with a sidebar on the left and a main content area on the right. The sidebar contains a list of menu items: Summary, Shared Accounts, Rates, Redeem Card (highlighted), Transfers, Transaction History, Recent Print Jobs, Jobs Pending Release, Web Print, and Log Out. The main content area is titled 'Redeem Card' and contains the following text: 'Enter the Card number and press the "Redeem Card" button to redeem.' Below this is a note: 'NOTE: All requests to redeem cards are logged.' There is a text input field labeled 'Card number' and a 'Redeem Card' button.

Step 6

Your funds will then be displayed on your Balance Window displayed on the upper right-hand corner of your screen.