

## 6. How to Top-Up Student Print Account Online

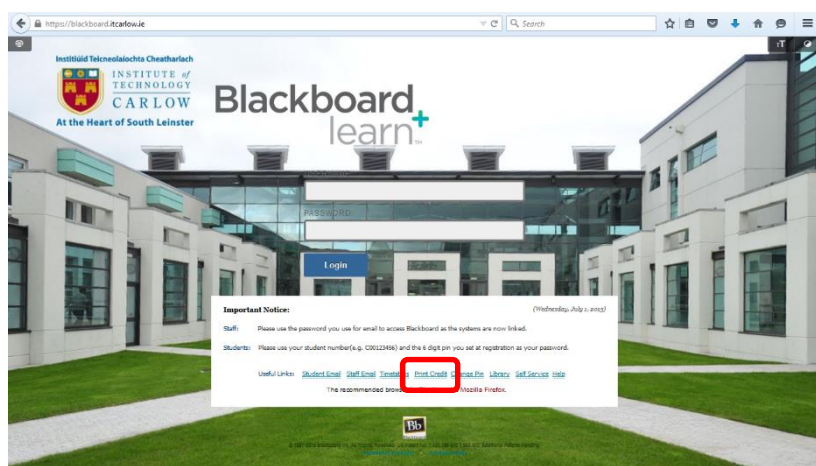


### What is a UniPrint and why use it?

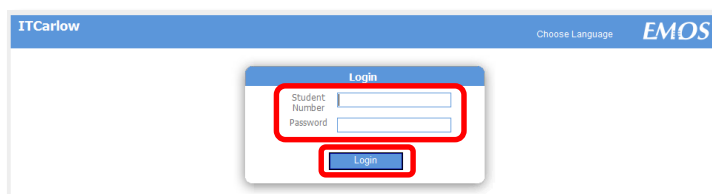
The use of printing facilities in IT Carlow has associated costs to the students. These are managed by the UniPrint system. Each student has access to their own UniPrint account and before printing or photocopying can take place, this account needs to be topped up with credit online. The students UniPrint account can also be used to check back on previous print jobs and the associated cost of them.

### How to Top-Up a Student Print Account Online:

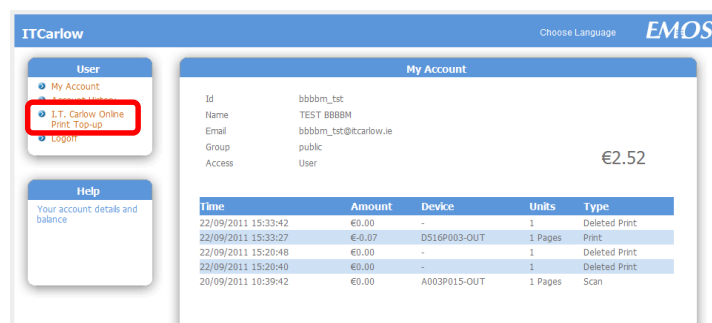
- Go to the Blackboard login screen (<https://blackboard.itcarlow.ie>)
- Click on the **PRINT CREDIT** link tab.



- Type in the **STUDENT NUMBER** and **PASSWORD** (6 digit pin)
- Click the **LOGIN** button



- Click on **IT CARLOW ONLINE PRINT TOP-UP**.
- Select the amount of credit to be applied to the account
- Follow each of the subsequent online payment screens through to completion of the top up.



**Note: Computing Services cannot accept cash or refund cash for printing services.**