

Student Printing Instructions

Welcome to WebPrint. This How-To document contains step-by-step instructions on using our Student Printing Services, WebPrint, through the web-based interface.

- [How to Print Like a Lion](#)

How to Print Like a Lion

IMPORTANT NOTE: You cannot access WebPrint from an off-campus location. Your device must be connected to the Piedmont network.

1. Log onto WebPrint

- Open any browser (Edge, Chrome, Firefox, etc.) and go to: webprint.piedmont.edu

If the webpage does not load, you may need to review your [device Wi-Fi settings](#)

Printing is not supported from a mobile device.

On the Login Page

- Choose a Login Method:
(Recommended) Click the **“Sign in With Microsoft”** button to use Single-Sign-On using your Piedmont Email.

PIEDMONT
UNIVERSITY

Log in


Please login using your Piedmont email and password.

Username


Password

Log in

or

 Sign in with Microsoft

Language Select

 English

- Enter your full `@lions.piedmont.edu` email address and password

Once you log in, your home screen will be displayed. On the home screen, the left-side navigation panel contains six links. The links are:

Summary: Lists summary statistics for your account

Transfers: Transfer printing funds to another Piedmont student

Transaction History: View a detailed list of all transactions

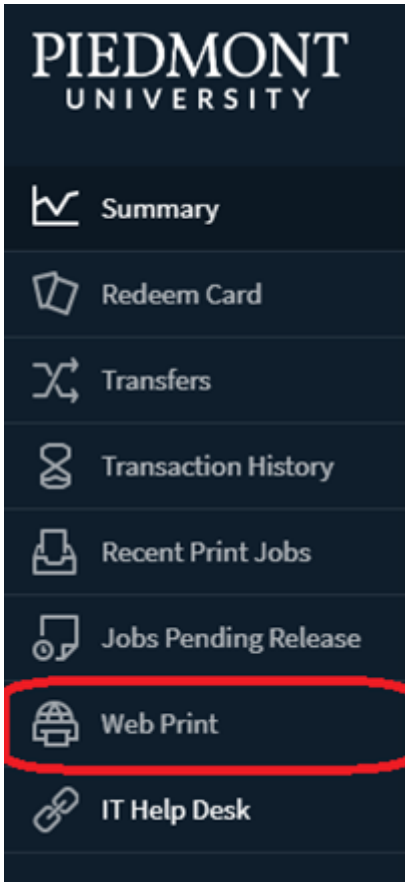
Recent Print Jobs: View details of all recent print jobs

Jobs Pending Release: View status of print jobs

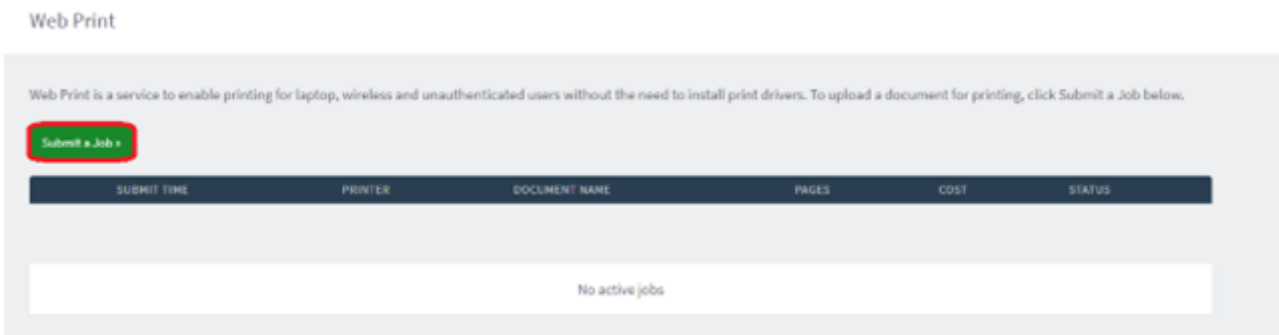
Web Print: Upload a document into the WebPrint queue

2. Print a Document

- In the Left Column, click the “**Web Print**” link



- Click the “**Submit a job**” button



On the “Select a printer” screen:

- Toggle the button next to the printer’s name you want to use
If unsure, refer to the informational poster displayed with each student-use printer
- Choose based on your printing requirements:
 - Printers labeled **B&W** are for black-and-white
 - Printers labeled **Color** are for color

Each semester, Students receive \$25 in printing credit:

B&W = \$0.05 per page

Color = \$0.25 per page

- Once you've chosen a printer, click **“Print Options and Account Selection”**

Select a printer:

➤

PRINTER NAME ↑	LOCATION/DEPARTMENT
<input type="radio"/> Arrendale Library	3rd Floor - Around the corner from the Reference Desk
<input type="radio"/> Athens - 2nd Floor	Athens Campus - 2nd Floor - Hallway
<input type="radio"/> Athens - 4th Floor - Color	Athens - 4th Floor - Color
<input type="radio"/> Daniel Hall - B&W (virtual)	3rd Floor - Room 305 - Computer Lab
<input type="radio"/> Daniel Hall - Color (virtual)	3rd Floor - Room 305 - Computer Lab
<input type="radio"/> Ipswich Hall	Common Room
<input type="radio"/> Lane Hall	The Learning Center - Black & White Only
<input type="radio"/> Mayflower Hall	Common Room
<input type="radio"/> Mystic Hall	3rd Floor - Common Room
<input type="radio"/> New Bedford Hall	Lobby
<input type="radio"/> Piedmont Village	1002 - Kitchen
<input type="radio"/> Plymouth Hall	Common Room
<input type="radio"/> Purcell Hall	Common Room - Left of the Stairs
<input type="radio"/> Stewart Hall	3rd Floor - Room 306
<input type="radio"/> Stewart Hall - 320 - Chemistry Lab	Stewart Hall - Chemistry Lab ONLY
<input type="radio"/> Student Commons - B&W (virtual)	1st Floor - Under the Stairs, Left of ATM
<input type="radio"/> Student Commons - Color (virtual)	1st Floor - Under the Stairs, Left of ATM
<input type="radio"/> Swanson Center	Room 119 - MacLab
<input type="radio"/> Wallace Hall	Common Room

◀ Back to Active Jobs
2. Print Options and Account Selection ▶

- On the “Options” page
 - Select number of copies
 - Click **“Upload Documents”**

Web Print

1. Printer
2. Options
3. Upload

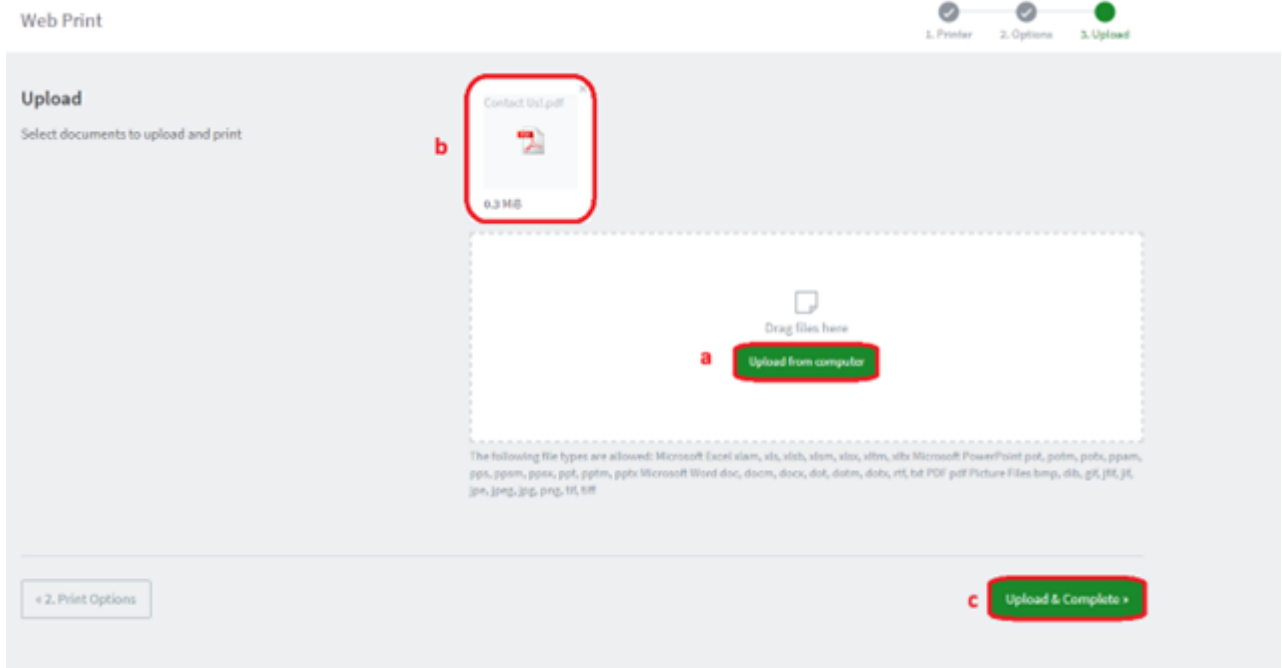
Options

Copies
1

◀ 1. Printer Selection
3. Upload Documents ▶

- On the “Upload” page
 - Upload a document from your computer
 - Once upload is complete, the document icon will display

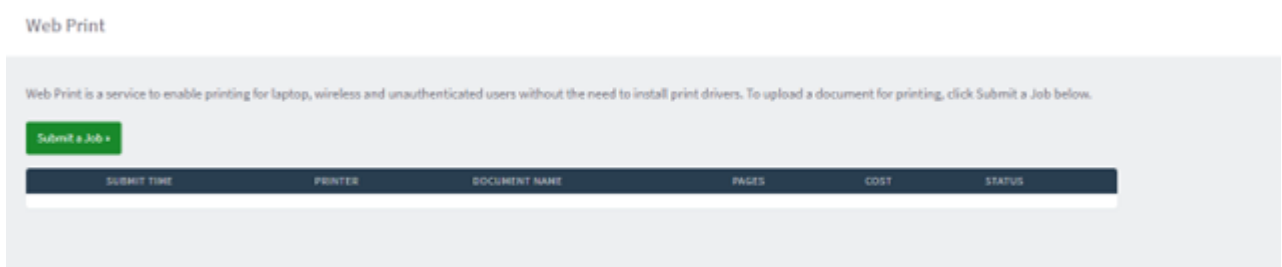
- Click **“Upload & Complete”**



- On the “Web Print” page
 - Verify print info is correct: printer location, document name, “Held in a queue”
 - Status will change to **“Queueing”**



- Once printing is complete, the page will auto-refresh and the print job row will disappear



At this point, you will have successfully printed your document. You may now log out of your WebPrint account.