

Print Kiosks

Northwest University Information Services

Part One – Upload Documents

1. Go to <http://eagle.northwestu.edu/go/print-kiosk> and then log in using your NU credentials.
2. Click the “**Web Print**” link in the left column.
3. Click the “**Submit a Job »**” link above the table of active Web Print jobs.
4. Select the Print Kiosk where you would like to print your document, and then click the button:

2. Print Options and Account Selection »

5. Enter the number of copies that you wish to print, and then click the button:

3. Upload Document »

6. Use the form to select your document, and then click the button:

Upload & Complete »

You will be taken back to the main Web Print page, which shows the status of your Print Kiosk jobs.

7. Repeat steps 3-6 to print additional documents.
8. Click the “**Jobs Pending Release**” link in the left column to check your current balance.
9. Click the “**Log Out**” link at the bottom of the left column when you’re finished.

Part Two – Print Documents

1. Go to the Print Kiosk that you selected in Part One and log in using your NU credentials.
You will be shown a list of documents that you have uploaded within the past six hours.
2. Select the document you wish to print, and then click the corresponding “**Print**” link.
*If you wish to print multiple documents, you can click the “**Print All**” button at the bottom of the screen.
Your documents will print to the selected printer and will be deducted from your Student Printing Balance.*
3. Click the “**Done**” button at the bottom of the screen when you’re finished.

Student Printing Balance

Be sure your Student Printing Balance is sufficient to print your documents! Add pages to your balance and view your printing history on Eagle:

<http://eagle.northwestu.edu/apps/student-printing/>

Print Kiosk Locations

There are four Print Kiosks around campus:

- **Print Kiosk 1**
Gray-Beatty Lounge
- **Print Kiosk 2**
Perks Lounge
- **Print Kiosk 3**
Health and Sciences Center – First Floor
- **Print Kiosk 4**
Pecota Student Center – *The Perch*

Questions or Problems?

Please contact Information Services – help@northwestu.edu – with any questions or problems relating to printing on campus.