

Credit Student Printing Overview Fall 2020

Instructions:

1. Log in at <http://printshop.harpercollege.edu> using your Harper login information (User Id and Password).
2. Your account will be activated after the first time you login.
3. Select "Upload File for Print".
4. 2-sided, black and white copies will automatically be set as the job type. Choose from 8.5x11 (standard printer paper size) or 11x17.
5. Follow on screen instructions to select stapling or 3-hole punch.
6. You will be prompted to upload your file.
7. You will get an email to your Harper account when the job is complete. This email will include instructions for pick up.

Please Note:

- Standard pick up time is Wednesdays from 2:00 - 3:45 p.m.
- All jobs submitted before end of day Thursday will be ready for pick up the following Wednesday.
- Students are limited to 500 copies.

Directions to West Entrance to S Building:

Roselle Road Entrance: After entering campus, go straight and turn right at the second intersection. Proceed forward past Building B, Warehouse and look for posted signage.

Algonquin Road Entrance: After entering campus, turn left at the intersection. Proceed along the drive around campus. At the stop sign, turn right. Then turn right the next intersection and proceed past Building B, Warehouse and look for posted signage.

Euclid Road Entrance: After entering campus, turn right at the first intersection. Proceed along the drive through campus. Proceed straight past Building B, Warehouse and look for posted signage.