

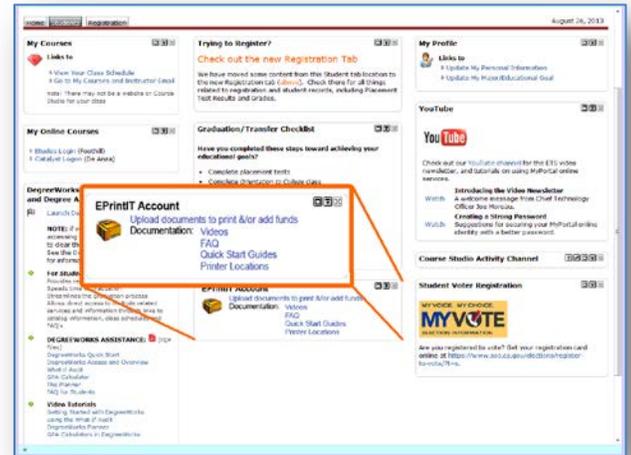
ePRINTit Web Account User Guide

The ePRINTit web account application provides an easy way to:

- Change your initial default password to a more secure password that only you know.
- Temporarily store documents in “the cloud” for printing at any of the EPrintIt printers on either campus.
- Add funds to your print account with a credit or debit card.
- Monitor your print account activity.

Getting to the ePRINTit Account

The EPrintIt web application is available as a direct link, <https://fhda.eprintitusa.com>, or by selecting it on the Students tab in MyPortal. There you will also find links to written documentation and a list of Frequently Ask Questions (FAQ).



Logging In and Changing Your Password

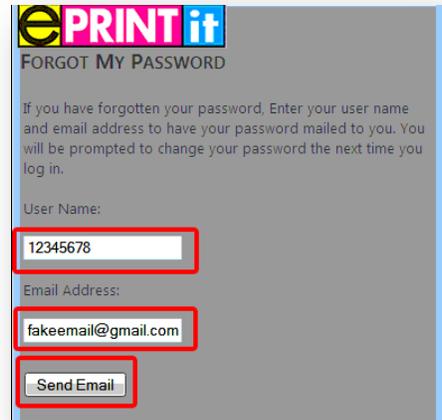
When your account is initially created and activated, your password is set as a default to the same number as your student ID number. If your ID # is 99999999, then your password would also be 99999999. This is not a secure password and you need to change it the first time you log into your ePRINTit account. That involves the following steps after you display the Log In page:

1. Click Change Password link.
2. Enter your student ID in both the Username and Password fields.
3. Click the Log In button.
4. The password you entered will be plugged into the Old Password field. Enter and confirm your new password.
5. Click Change Password.

Now you will be able to log in with your new password. You might want to use the same password for the ePRINTit account as you do for MyPortal. Do not use any special characters.

Forgot My Password

Click the link on the Log In screen. You will be asked to enter you User Name which is your student ID and an e-mail address. It is important that the email address you provide is the same one that is listed in school’s system as your preferred personal e-mail address. You will then receive an e-mail that contains a temporary password. Use it to log in. You will immediately be asked to change your password.



Document Types that Can be Printed:

All of the most common document types can be printed: PDF, DOC(x), XLS(x), PPT(x), RTF, TXT, XPS and images files (JPG). If your document type is not supported, please note that we recommend you save/convert your document to a PDF file. Also the following characters are not allowed in file names: " (quotes) ' (single quotes) * / \ & # % [] () + ~ \$. Periods (.) are not allowed except right before the file extension.

Using the ePRINTit Web App



Now that you have logged in, let’s look at what you can do with it. You will see eight tabs. Here is an overview of what each is used for:

Tabs/Function	Sample View
<p><u>Home</u> Used to select documents from local computer and upload them to your Print Account. Documents to be uploaded:</p> <ul style="list-style-type: none"> • Cannot be larger than 15 MB. • Must be one of the supported file types (PDF, DOC(x), XLS(x), PPT(x), RTF, TXT, XPS and images files (JPG)) 	

Student Information

This tab lists your User Name (your student ID #), first and last name, middle initial, role (usually “user”), email address, Active if set to “1” (inactive accounts are set to “2”), and remaining balance on account. The Student Card field will data for students who have paid their student body fees and have exchanged their student ID card for a Student body card.

STUDENT INFORMATION								
Student Info:								
UserName	FirstName	LastName	MI	Role	Email	Active	Balance	StudentCard
201				user	@gmail.com	1	5.00	

My Uploads

This tab will list of all the documents that you have uploaded to your print account. Documents you e-mailed to your print account will also be listed with the indicator marked in the Email column. Be aware that files are only available to print for seven days. After seven days the file name will only be listed on this screen.

FILE UPLOADS						
Your Uploads:						
UploadId	OrgId	UserName	FileName	FileSize	CreationDate	Email
429	0	201	scomp_data-protection_final_withads_version2.pdf	4117821	9/9/2013 8:10:00 PM	
430	0	201	change request template.doc	301568	9/9/2013 8:11:00 PM	
431	0	201	jama top five frustrations for project managers.pdf	457285	9/9/2013 8:11:00 PM	

My Payments

Here you see a record of each time you have added funds to your print account.

PAYMENT TRANSACTIONS					
PaymentId	OrgId	UserName	Amount	CreationDate	AdminUser
23	0	10:	20.00	7/24/2013 7:57:00 PM	10:
24	0	10:	20.00	7/31/2013 3:11:00 PM	10:
25	0	10:	20.00	7/31/2013 3:50:00 PM	10:
28	0	10:	20.00	8/14/2013 6:54:00 PM	10:

My Existing Files

This list shows you the physical files that can be printed at any of the ePRINTit print stations. They will be automatically deleted seven days after the creation date. You also have the option to delete any file by clicking the Delete button.

EXISTING FILES							
Files:							
	UploadId	OrgId	UserName	FileName	FileSize	CreationDate	Email
Delete	429	0	201	scomp_data-protection_final_withads_version2.pdf	4117821	9/9/2013 8:10:00 PM	
Delete	430	0	201	change request template.doc	301568	9/9/2013 8:11:00 PM	
Delete	431	0	201	jama top five frustrations for project managers.pdf	457285	9/9/2013 8:11:00 PM	

My Printouts

This is a record of all the files you have printed. It includes the file name, number of pages, cost, creation date (date file was uploaded to your account, and which printer you used to print it.

PRINT TRANSACTIONS							
Your Printouts:							
PrintId	OrgId	UserName	FileName	NumPages	Cost	CreationDate	KioskName
307	0	11	hasslefreecompliance.xps*7117	7	1.05	8/28/2013 3:51:00 PM	FHDA_FD210eprintit

Add Funds

This tab allows you to use a credit or debit card to add funds to your print account. Everyone appreciates student who use this method to add funds, rather than tying up a print station. You can add \$5.00, \$10.00, \$15.00 or \$20.00 at a time. The system accepts Visa, Master Card and American Express. If you do not have a credit or debit card, you can pay with cash at the De Anza Bookstore or the Foothill Smart Shop.

Admin

For students this tab has the same function as the Home tab, uploading documents. Users designated with the Admin role can use it for administrative functions such as resetting a password.

Now you are ready to print any uploaded or emailed document at any of the ePRINTit print stations. There is a document titled "[Print Documents Stored in ePRINTit Web Account](#)" that you can access with this link or on the Students tab in MyPortal.

Printing Web Pages

Display the web page you wish to print and select the dropdown File/Print.

- On an Apple computer select .pdf as the printer name. The computer will let you name the resulting .pdf file and direct where it should be saved.
- On PCs running Windows XP or Windows 7 select Microsoft XPS Document Writer as the printer. When you click the OK button, the system will ask you what to name the document and where to save it. It will be saved as an .XPS file which can be uploaded into you ePRINTit account.

Where to find ePRINTit:

- **Foothill College:** Campus Center Dining Room 2300, Smart Shop Room 2016, Media Center Room 3600, PSME Tutoring Center Room 4217, PSEC Building 4400, KCI Building 4000 ([Link to map that shows locations of Foothill printers](#))
- **De Anza College:** Bookstore, Campus Center lobby, ESL Lab, Kirsch Center, LCW Computer Lab (2 available), Library (two available; first and second floors, Science Center ([Link to map that shows locations of De Anza printers](#)))

Download Links on Login Page

The two links on the login page refer to print drivers for Macs and PCs. They are currently disabled while the software is undergoing further testing.