

# **ID Card/Pay to Print Agenda September 4, 2013**

1. Review Last meeting minutes
2. Discuss post go live support procedure for students

## **ID Card/Pay to Print Meeting Minutes**

### **August 28, 2013**

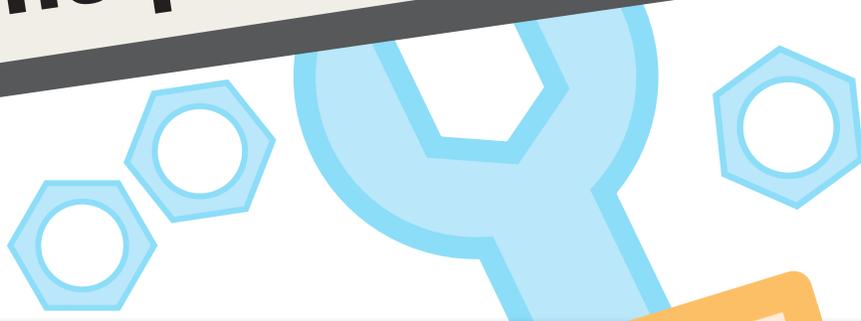
**Attendees:** Chien Shih, Susan Malmgren, John Coggnetta, Matt Rapczynski, John Vandercook, Victor Baliguat, Terry Rowe, Lisa Hocevar, Dennis Shannakian, Tom Roza, Joe Lampo, Trung Thai, Hector Quinonez, Pat Hyland, Sharon Luciw and Kari Elliott (note taker).

1. Student Refund for printing services.
  - Secure process needed; district looking into secured fax for cashiers' offices.
  - More discussion needed on refunding cash payments; separate meeting to discuss.
    - Vendor can only issue refunds for online payments; colleges responsible for issuing refunds for cash payments.
2. Cash sales for printing services.
  - De Anza has scheduled a meeting with bookstore.
  - Foothill will handle cash sales through Smart Shop.
3. Carding Event – week of September 23<sup>rd</sup>, first week of school.
  - Extra licenses have been ordered from Multicard.
  - De Anza will hold event in Fireside Lounge in Campus Center; ports have been activated.
  - Card stock for staff cards and extra black ribbons has been ordered.
4. September 16, 2013 – final printing test.
5. Decision still needs to be made on cost per page for B/W.
  - Need to confirm from senior staff \$0.15 per page.
  - Need to communicate price to students.
6. Tech Support for ePRINTit printers.
  - Lab supervisor/proctor will be first line of support; person responsible for printer.
    - Have 2 user documents; one for students and one for lab supervisor/proctor.
  - If person responsible cannot resolve; call vendor?
7. Driver installation for labs on hold.
  - Issue with periods and special characters in file name; waiting for resolution from ePRINTit.
  - Not enough time to incorporate driver into lab images.
  - Issue with dual boot machines; corrupting files when uploading file to print.
8. Concern about machines in public places; skimmers can be put on machines to steal credit card information.
  - Students can add funds to their accounts at release stations with credit cards.
  - Need to be able to lock paper trays.

<b>Printer type</b>	<b>Suggested Location</b>	<b>Technical validation</b>	<b>User validation</b>	<b>1<sup>st</sup> responder for support</b>
Kiosk	FH Campus Center bldg - next to the ATM in the Cafeteria/Dining Hall <b>OR</b> in the Smart Shop (2016)	Two network ports currently available at ATM. Ports available in smart shop as well	Agree with Suggestion	
High volume Cloud printer	FHLIB (Foothill Library)	Possible location on wall outside of 3519 Jack #LIB046	Relocate to Media Center	
Mid Volume Cloud printer	FHLIB 2 (Foothill Library)	Replace existing Go- Print station	Relocate to Smart Shop	
Mid Volume Cloud Printer	FHMCTR (Foothill Media Center)	Replace existing Go- Print station	Agree with suggestion	
Mid Volume Cloud Printer	Lower Campus – 2 <sup>nd</sup> level, Student Services lobby room 8302	Two network ports currently available. Jack 3032	Media Center (3600 computer lab) – needs to be B/W and Color	
Mid Volume Cloud Printer	FHKCI (Foothill Krause Center for Innovation)	Replace existing Go- Print station on North side 4009	Agree with Suggestion but location in the bldg may be different – use other GoPrint Location	
Mid Volume Cloud Printer	Fine Arts area, 1500 bldg breezeway	Two network ports currently available. Jack 1500-1-006	PSME Center 4213	
Mid Volume Cloud Printer	Middlefield – 1 building second floor near copy machine	<b>May need wiring depending on location</b>	Do want at Middlefield; still need to confirm location with Judi McAlpin; <b>they will need the color feature.</b>	
Mid Volume Cloud Printer	PSEC, Commons area, 4400 Building	Ports available if fed from Student Meeting Cubes	Agree with suggestion	

<b>Printer type</b>	<b>Suggested Location</b>	<b>Technical validation</b>	<b>User validation</b>	<b>1st responder for support</b>
Kiosk	DA Campus Center - next to ATM <b>OR</b> Fireside room	Two network ports currently available at each location.	By the Entrance to the Fireside Room; ETS needs to verify Data port availability	
High volume Cloud printer	DALIBIL (De Anza Library: Internet Lab)	Replace existing Go- Print station	OML Lab	
Mid Volume Cloud printer	DALIB (De Anza Library)	Replace existing Go- Print station	Agree with Suggestion	
Mid Volume Cloud Printer	DALIB (De Anza Library 2) Install next to existing station	Two additional ports and power available by existing Go- Print station	KIRSCH Center; Need to ID a location and verify power and data	
Mid Volume Cloud Printer	DAOML(De Anza Open Media Lab) LCW	Replace one existing Go- Print station	Agree with suggestion	
Mid Volume Cloud Printer	DAOML2 (De Anza Open Media Lab 2) LCW	Replace one existing Go- Print station	Internet Lab	
Mid Volume Cloud Printer	DALA (De Anza Language Arts)	Replace one existing Go- Print station in MQ3	Agree with Suggestion	
Mid Volume Cloud Printer	DA Student Community Services - main hallway near Information Desk	Ports available at desk in middle of breezeway OR replace one student computer	Agree with Suggestion – but don't remove any student computers to make room for this printer	
Mid Volume Cloud Printer	S43 - Math Tutorial area – East wall	<b>Needs Data.</b> Open work order to add data for copy machine	Move somewhere in the Science building complex - Need to ID a location and verify power and data	

**NOT PRINTING? Yikes!**  
**Please help us FIX it fast!**



**8am-5pm**

**Call**

**650-949-7341**



**After 5pm**

**Call**

**800-724-9140**



### My Courses

**Links to**

- ▶ View Your Class Schedule
- ▶ Go to My Courses and Instructor Email

Note: There may not be a website or Course Studio for your class

### Trying to Register?

#### Check out the new Registration Tab

We have moved some content from this Student tab location to the new Registration tab ([above](#)). Check there for all things related to registration and student records, including Placement Test Results and Grades.

### My Profile

**Links to**

- ▶ Update My Personal Information
- ▶ Update My Major/Educational Goal

### My Online Courses

- ▶ Etudes Login (Foothill)
- ▶ Catalyst Logon (De Anza)

### Graduation/Transfer Checklist

**Have you completed these steps toward achieving your educational goals?**

- Complete placement tests
- Complete *Orientation to College* class
- Apply for financial aid
- Select or update your major
- Create an educational plan
- Enroll in math
- Enroll in English
- Verify your progress in DegreeWorks
- Apply for graduation
- Apply for transfer

### YouTube



Check out our [YouTube channel](#) for the ETS video newsletter, and tutorials on using MyPortal online services.

**Introducing the Video Newsletter**  
 Watch A welcome message from Chief Technology Officer Joe Moreau.

**Creating a Strong Password**  
 Watch Suggestions for securing your MyPortal online identity with a better password.

### DegreeWorks (Education Plan and Degree Audit)

[Launch DegreeWorks](#)

**NOTE:** if you are having difficulty accessing DegreeWorks, you may need to clear the Cache file on your browser. See the [DegreeWorks Quick Start Guide](#) for information about how to do this.

**For Students, DegreeWorks:**  
 Provides real-time information  
 Speeds time to graduation  
 Streamlines the graduation process  
 Allows direct access to multiple related services and information through links to catalog information, class schedules and FAQ's

**DEGREEWORKS ASSISTANCE:** (PDF Files)  
[DegreeWorks Quick Start](#)  
[DegreeWorks Access and Overview](#)  
[What if Audit](#)  
[GPA Calculator](#)  
[The Planner](#)  
[FAQ for Students](#)

**Video Tutorials**  
[Getting Started with DegreeWorks](#)  
[Using the What If Audit](#)  
[DegreeWorks Planner](#)  
[GPA Calculators in DegreeWorks](#)

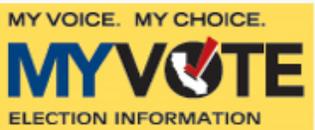
### EPrintIT Account

[Upload documents to print &/or add funds](#)

Documentation: [Videos](#)  
[FAQ](#)  
[Quick Start Guides](#)  
[Printer Locations](#)

### Course Studio Activity Channel

### Student Voter Registration



Are you registered to vote? Get your registration card online at <https://www.sos.ca.gov/elections/register-to-vote/?t=s>.