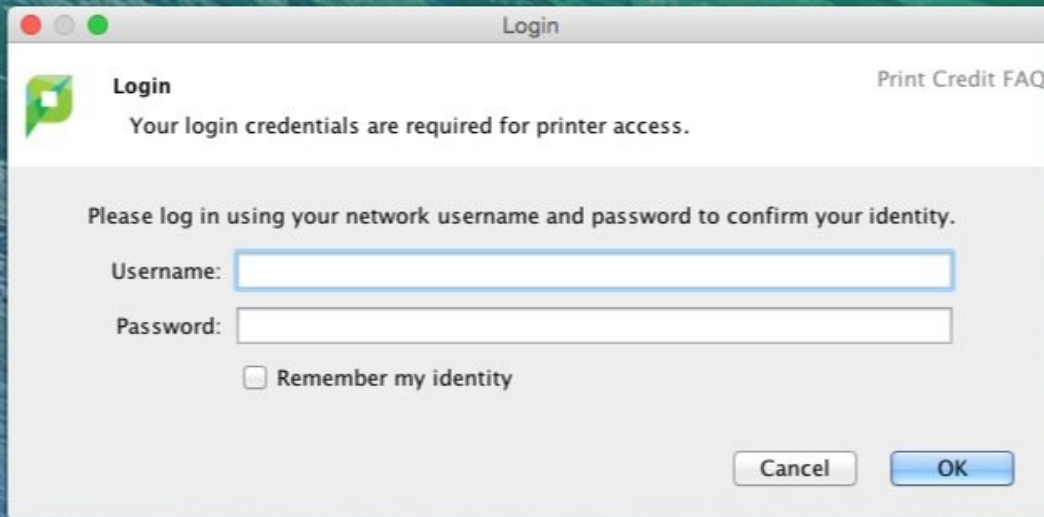


Cal Poly Art and Design

Connecting to PaperCut

Written By: Matt Corippo

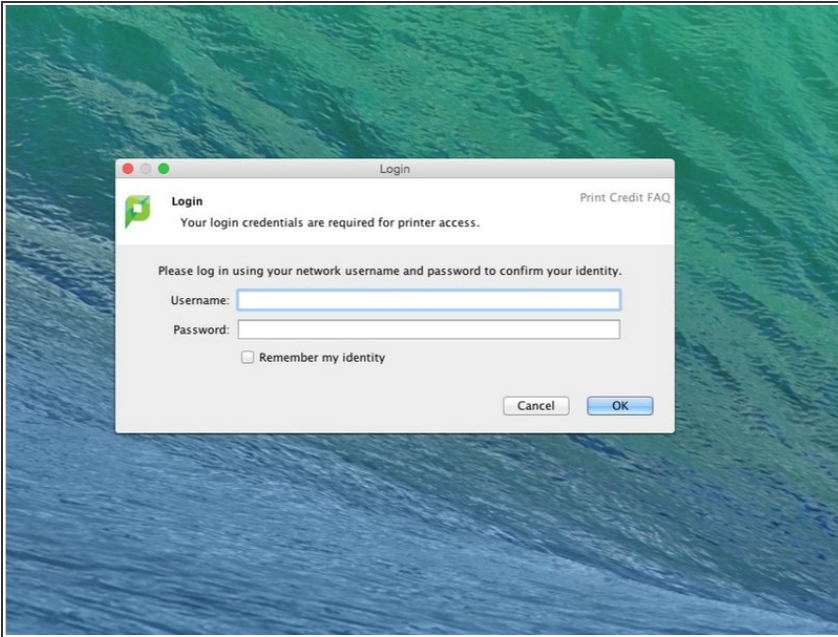


INTRODUCTION

Connecting to **PaperCut** student printing system for the first time.

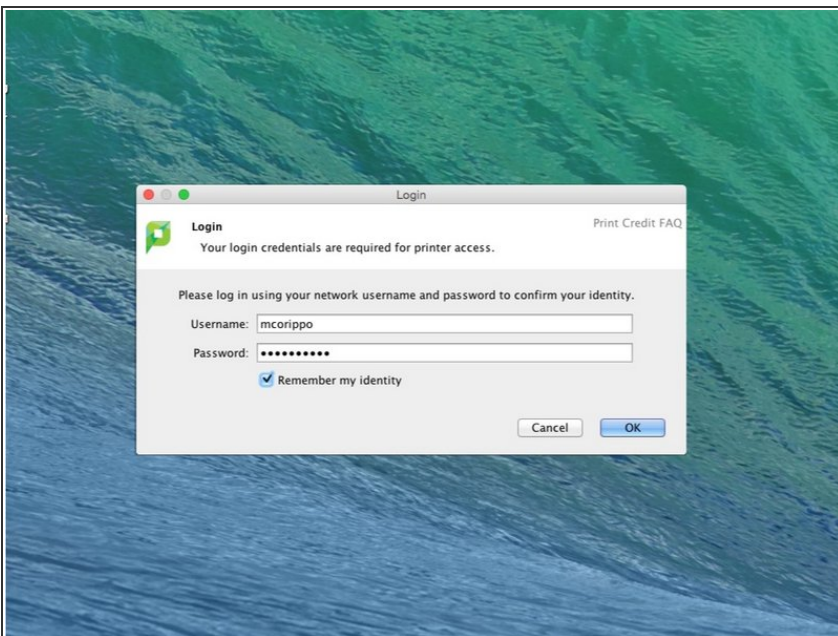
- This process happens once a year for all users, as all accounts are removed, and the server is reset at the end of each year.
- If you follow the steps and check the **Remember My Identity** box, you are set for the year. If not...you will be prompted again at each lab station log in.

Step 1 — Connect to PaperCut



- Log into any Art & Design Lab Computer.
- Wait for the machine to build a new user account for you, and watch for the **Papercut** credential window.
- ✦ Use **your** Cap Poly credentials, just like the web portal.

Step 2 — Enter your Cal Poly Credentials



- Enter **your** Cal Poly *Username* and *Password* correctly.
- Check the **Remember My Identity** box.
- Click the **OK** button to complete the process. Your printing account will be created.

⚠ Use your Cal Poly Username only. Do **NOT** add the domain (@calpoly.edu), or this process will fail.