



# SWC Guest User Guide for Printing

**These instructions are for people who are not current Southwestern College Students, yet wish to print.** Do not sign up for a new account if you are a current SWC student. Sign in to your account with your MySWC User Name and Password.

## Signing Up

1. Click Print in your application, you will see the image to the right, enter your **personal email address** to sign up for a new account and click Sign Up.

**\*Note** - Mobile prints jobs can only be printed by HP B&W and Color printers attached to print release stations. Mobile print jobs will not show up at Konica Minolta Multifunction Printer release stations.

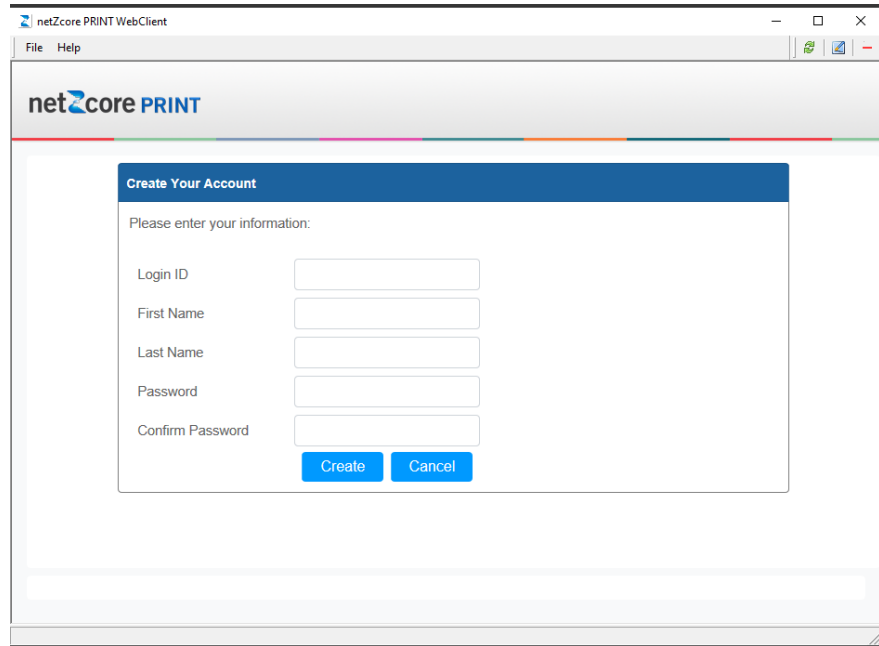
The screenshot shows the netZcore PRINT WebClient interface. At the top, there is a browser window title 'netZcore PRINT WebClient' and a menu bar with 'File' and 'Help'. Below the menu bar is the 'GOPRINT' logo. The main content area is divided into two sections. The top section is titled 'Sign In To Your Account' and contains the text 'Enter your username and password to sign in.' Below this text are two input fields: 'Login ID' and 'Password', each with a corresponding text label to its left. A blue 'Sign In' button is positioned below the 'Password' field. The bottom section is titled 'Sign Up' and contains the text 'Enter your email address to sign up for a new account.' Below this text is an 'eMail address' input field. Two blue buttons, 'Sign Up' and 'Help', are positioned below the input field. At the bottom of the page, there is a footer note: 'Only community Guest users need to sign up on first use.'

SWC Students sign in here ->

**\*Do not sign up here if you are a current SWC Student!**

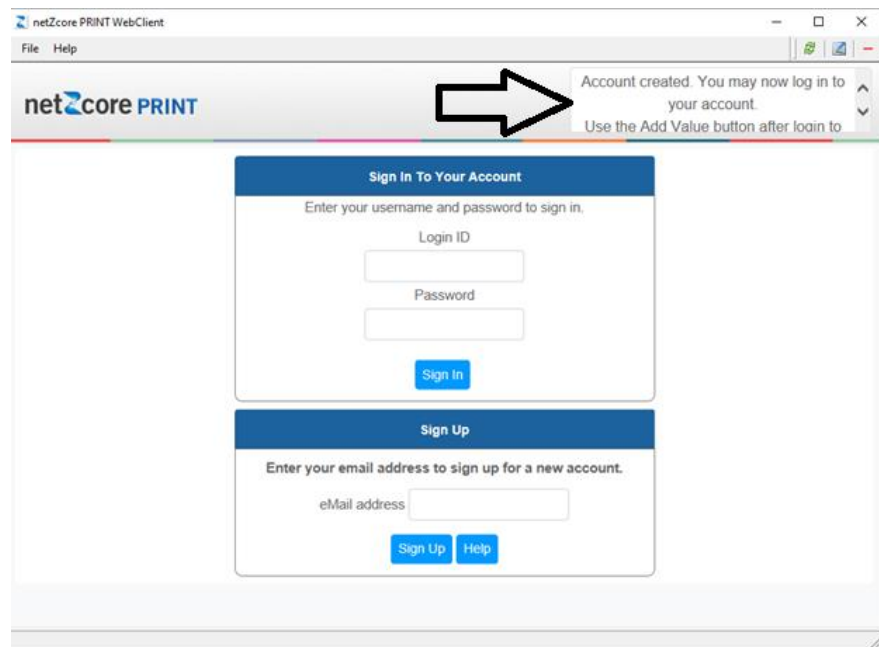
## Creating an account

2. Create a Login ID, this cannot be a SWC User Name. Give your first and last name, create a password and confirm it. Click Create.



The screenshot shows a web browser window titled "netZcore PRINT WebClient". The page header includes "netZcore PRINT". The main content area is titled "Create Your Account" and contains the instruction "Please enter your information:". Below this are five input fields: "Login ID", "First Name", "Last Name", "Password", and "Confirm Password". At the bottom of the form are two buttons: "Create" and "Cancel".

3. If successful, you will see the screen to the right. You can then sign into your guest account. You can also now add funds to your account at any PayStation Elite machine.



The screenshot shows the same web browser window. A notification banner at the top right reads: "Account created. You may now log in to your account. Use the Add Value button after login to". A large black arrow points from the notification area towards the "Sign In To Your Account" form. The "Sign In To Your Account" form has the instruction "Enter your username and password to sign in." and includes fields for "Login ID" and "Password", with a "Sign In" button below. Below this is the "Sign Up" form, which has the instruction "Enter your email address to sign up for a new account." and includes an "eMail address" field, with "Sign Up" and "Help" buttons below.