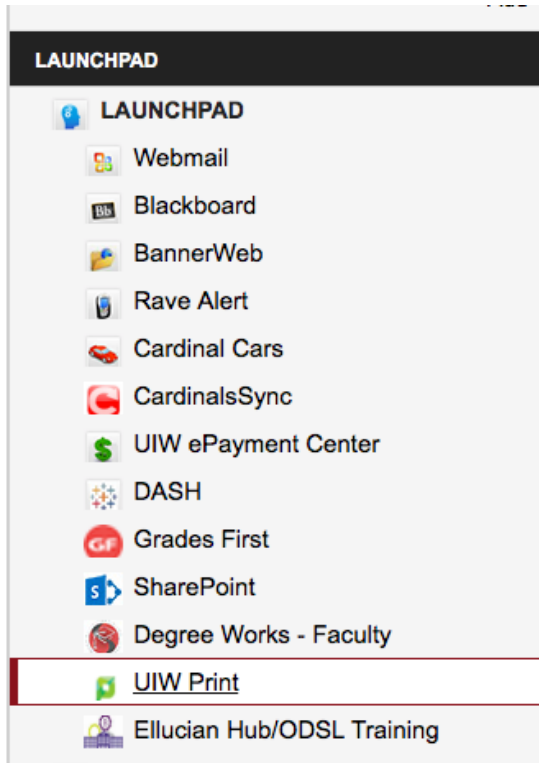


In order for students to print in the new UIW Print system they must add credit to their account. To start the 2017-18 school year all students will have \$1.00 loaded into their accounts. After that is used the student will need to load their own money. Students can also check their balance at any time using the system outlined below.

To add money to your UIW Print account follow the instructions below:

1. Login to the MyWord portal (<https://my.uiwtx.edu/>) with your UIW username and password.



2. Select "UIW Print" on left side of the page under LAUNCHPAD.



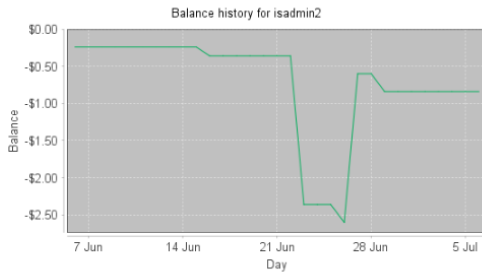
3. Log in with your UIW network username and password. You only need to enter your username without the @student.uiwtx.edu or @uiwtx.edu.

Summary

- Summary
- Rates
- Transfers
- Transaction History
- Recent Print Jobs
- Jobs Pending Release
- Web Print
- Add Credit
- Log Out




Username	isadmin2 (Dennis Murray)
Balance	(\$0.84)
Total print jobs	30
Total pages	41

Activity



4. Select the “Add Credit” tab on the left side of the page.

Environmental Impact

	0.4% of a tree
	457 g of CO2
	28.6 hours running a 60W light bulb

Since May 30, 2017 [Environmental Dashboard](#)

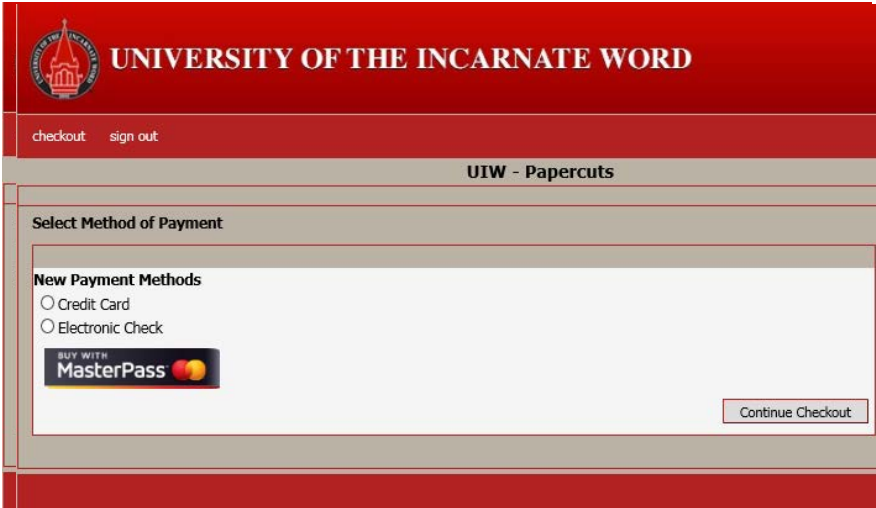
Add credit using CASHNet

- Summary
- Rates
- Transfers
- Transaction History
- Recent Print Jobs
- Jobs Pending Release
- Web Print
- Add Credit
- Log Out

Username	isadmin2
Current Balance	(\$0.84)
Amount to add	<input type="text" value="-- Select the amount --"/> <input type="button" value="Add Value"/>

5. Choose the amount you would like to add to your account. Choices are \$2, \$5, and \$10.

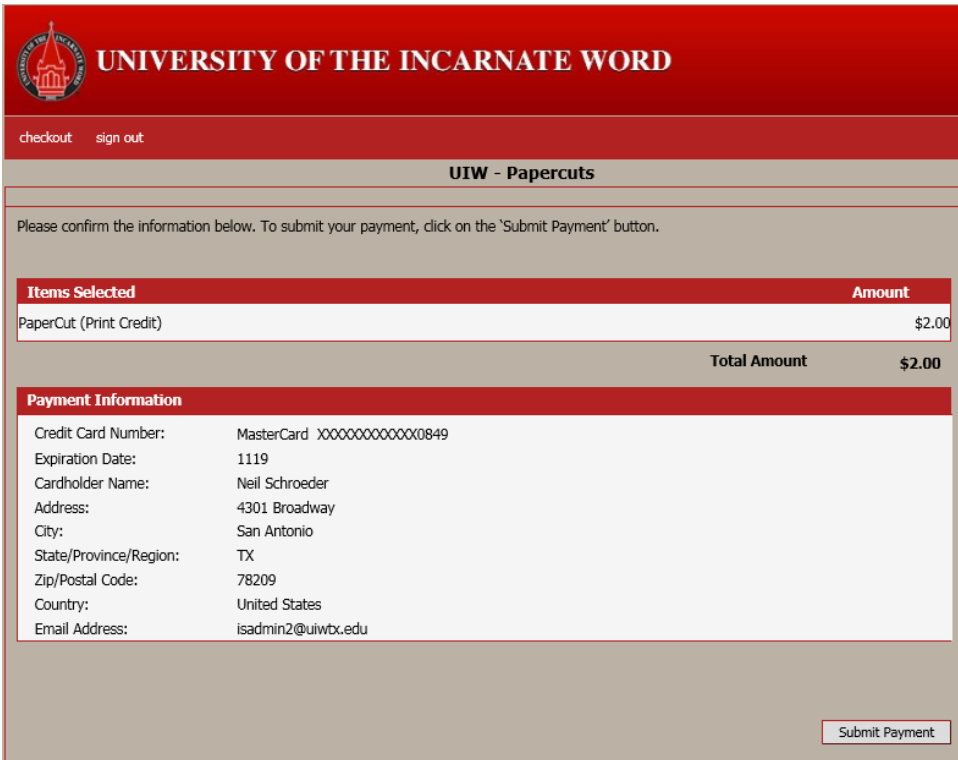
6. Choose Add Value and you will be redirected to the secure CashNet payment website.



The screenshot shows the top navigation bar with the university logo and name. Below it are links for 'checkout' and 'sign out'. The main heading is 'UIW - Papercuts'. The section is titled 'Select Method of Payment'. Under 'New Payment Methods', there are radio buttons for 'Credit Card' and 'Electronic Check'. A 'BUY WITH MasterPass' logo is visible. A 'Continue Checkout' button is at the bottom right.

7. Select your method of payment and then select continue to checkout.

8. Enter the appropriate information and then continue checkout, again.



The screenshot shows the top navigation bar with the university logo and name. Below it are links for 'checkout' and 'sign out'. The main heading is 'UIW - Papercuts'. A message reads: 'Please confirm the information below. To submit your payment, click on the 'Submit Payment' button.'

Items Selected	Amount
PaperCut (Print Credit)	\$2.00
Total Amount	\$2.00

Payment Information

Credit Card Number:	MasterCard XXXXXXXXXXXXX0849
Expiration Date:	1119
Cardholder Name:	Neil Schroeder
Address:	4301 Broadway
City:	San Antonio
State/Province/Region:	TX
Zip/Postal Code:	78209
Country:	United States
Email Address:	isadmin2@uiwtx.edu

A 'Submit Payment' button is located at the bottom right.

9. Verify information is correct and then choose Submit Payment.

UIW Print – How Students Add Money to Their Account



UNIVERSITY OF THE INCARNATE WORD

[sign out](#)

UIW - Papercuts

Transaction Approved

RECEIPT NUMBER: 1237268
 INFRASTRUCTURE SUPPORT-PAPERCUT
 CURRENT DATE: 07/06/2017

Description	Amount	Tax
PaperCut (Print Credit)	\$2.00	
Total		\$2.00

Payments Received	Amount	
Infrastructure Support-PaperCut - CC MasterCard XXXXXXXXXXXXXXX0849 Authorization # 044961	\$2.00	
Total		\$2.00

Thank you for the payment.
 Your receipt has been emailed to isadmin2@uiwbx.edu

Email Another Receipt

View Printable Receipt

10. You will receive confirmation that the transaction completed successfully and an email from noreply@uiwtx.edu.
11. Choose sign out to return to papercut website.

Thank you for your payment - Message (Plain Text)

FILE MESSAGE ESET

Ignore Delete Reply Reply All Forward More

Commvault To Manager Team Email

Rules OneNote Actions

Mark Unread Categorize Follow Up

Thu 7/6/2017 9:07 AM

noreply@uiwtx.edu

Thank you for your payment

To: Dennis Murray

i We removed extra line breaks from this message.

Receipt Number: 1237268
 Customer: INFRASTRUCTURESUPPORT-PAPERCUT Infrastructure Support-PaperCut Current Date: 07/06/2017

Name/Nickname: Dennis Murray

Description	Amount
PaperCut (Print Credit)	\$2.00
Total	\$2.00

Payments Received	Amount
Infrastructure Support-PaperCut - CC MasterCard XXXXXXXXXXXXXXX0849 Authorization # 044961	\$2.00
Total	\$2.00

Thank you for the payment.



Add credit using CASHNet

Summary

Rates

Transfers

Transaction History

Recent Print Jobs

Jobs Pending Release

Web Print

Add Credit

Log Out

Username	isadmin2
Current Balance	\$1.16
Amount to add	<input type="text" value="-- Select the amount --"/>

Add Value

12. Your new balance will be reflected and you may continue to print.