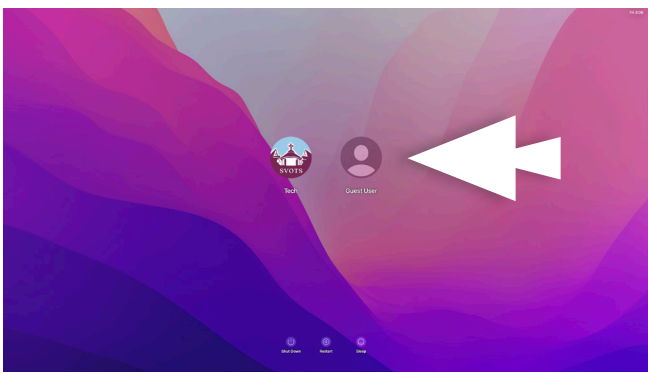
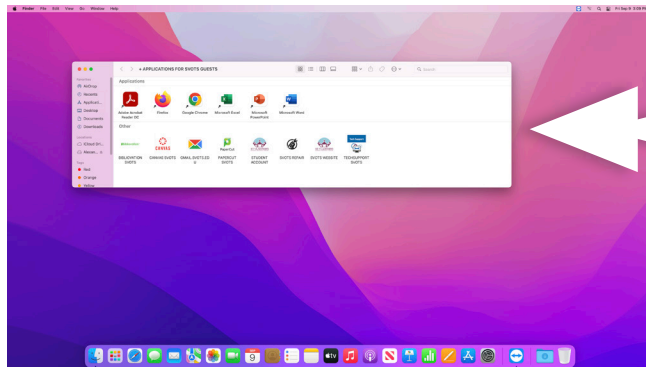


# Log In

**1** Please click on **"Guest User"** to log in. This creates a new guest account every single time someone logs in. Personal information is being kept safe this way.

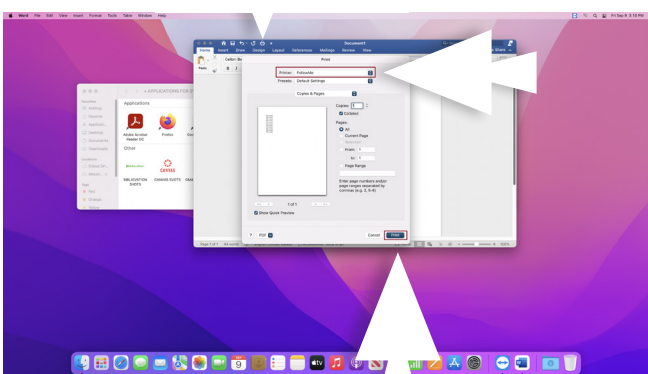


**2** **Student-use resources** (Adobe Acrobat, Firefox, Chrome, Excel, PowerPoint and Word) **and links** (Bibliovation, Canvas, Gmail, Papercut, Student Account, Repair Request, Website and TechSupport) **are available on the desktop.** Please use them at your convenience. When you open Word or other programs for the first time, you might be prompted for some options. **Please select "Skip", "Start" and/or "Done", as prompted, and then use the program.**

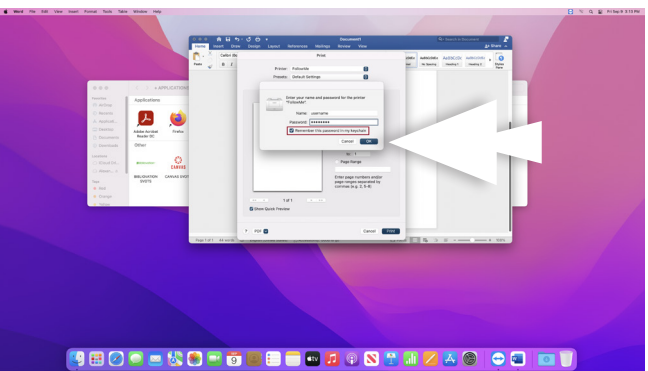


# Printing

**1** **To print**, select the **"print"** command from the menu bar, and choose (if needed) FollowMe as printer.

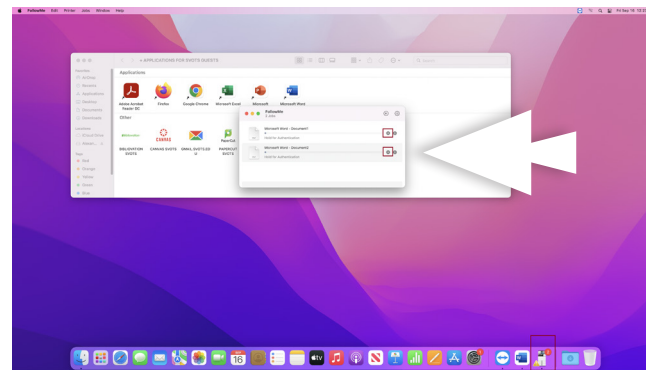


**2** When prompted, **enter your username and password** (these credentials have been shared with you in your welcome packet, electronically; these are the same credentials used to log in to Papercut). **If you have to print multiple documents**, you may check the "Remember this password in my keychain" option; In this case, if you enter the wrong credentials you will have to log out and log in again!



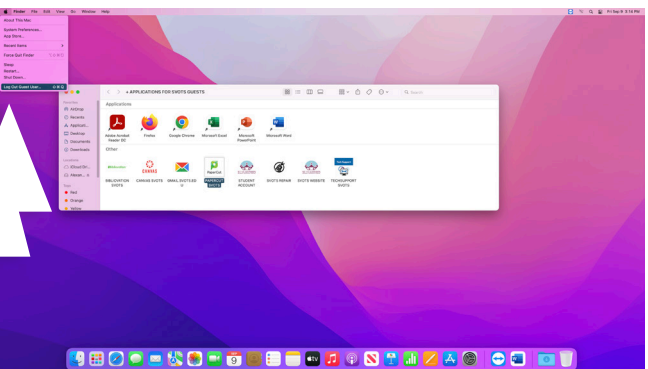
**3** **To release your print job**, you may go to the printer and scan your student card to log in to Papercut. Once you are logged in, select "Print All"

**4** **If documents are not printing**, please click on the printer icon (in the dock bar) to check the printing queue. If any printing jobs are holding up your current print, delete them by hitting "x".



# Log Out

**1** When you are done using the computer, please click  and choose **"Log Out Guest"**



**2** Select **"Delete Files & Log Out"**. Failure to complete both steps might grant access to other users to your personal information (email, username, password) and printing privileges.

