

USG PRINTING PORTAL LOGON

Students attending courses at USG:

1. Go to <https://shadygrove.umd.edu/usgprinting> .
2. Enter a valid USG Logon ID.

Note: You must be a student at USG to obtain a valid USG Logon ID.

Guest or users not affiliated with USG:

1. Go to <https://shadygrove.umd.edu/usgprinting>
2. Click on "I am not affiliated with USG".
3. Create a guest USG print account.
4. You will receive an email with access information.
5. Make sure to take note of your Identity Number as they will be required to release print jobs and if you choose to add funds to your account using cash.

Register New User Account

Thank you for registering. Your details are:

Full Name: John Doe

Username: **guest-doe**★

Password: [hidden]

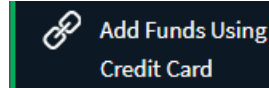
Identity Number: **875489**★★

★ Use username to logon to web portal and add funds using a credit card.

★★ Use identity number to add funds using cash and to release jobs.

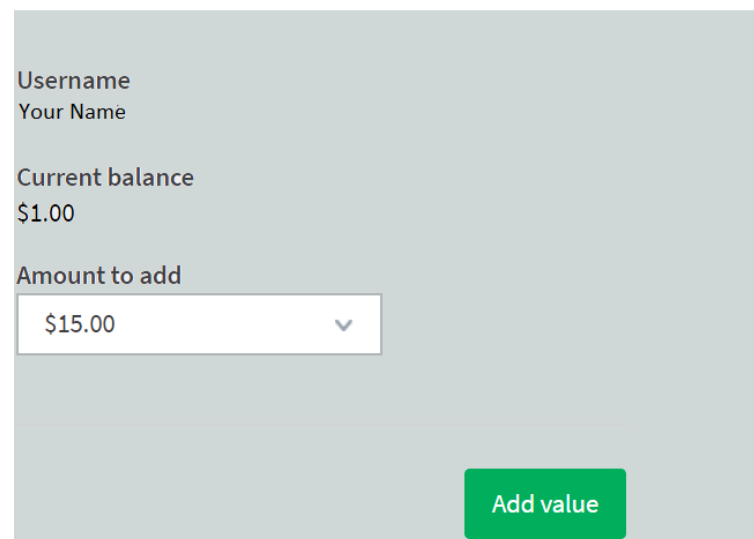
ADD FUNDS TO ACCOUNT

1. Go to <https://shadygrove.umd.edu/usgprinting> and enter your USG Logon ID.
2. Select the "Add Funds Using Credit Card" link in the left navigation bar.



3. Choose your desired amount from the drop down list of "Amount to add" and click "Add value" button.*

Add credit using CyberSource Secure Acceptance

A screenshot of a web form for adding funds. It includes fields for Username (Your Name), Current balance (\$1.00), and Amount to add (a dropdown menu set to \$15.00). A green "Add value" button is at the bottom right.

4. Fill the "Billing Information" and "Payment Details".
5. Click "Pay" to complete the transaction and add funds to you account.



NOTE: A cash-payment station is available at the Priddy Library's workroom. You must have a valid USG ID Card or know your Identity Number if you are a Guest.

*** ALL TRANSACTIONS ARE FINAL AND NO REFUNDS WILL BE PROCESSED.**

TRANSFER FUNDS

1. Go to <https://shadygrove.umd.edu/usgprinting> and enter your USG Logon ID.
2. Select the "Transfers" link in the left navigation bar.



3. You will see your available credit and an area for you to enter the amount you would like to transfer, to whom (USG-Logon ID), and comment.

Transfers

Transfer from
Your name

Available credit
\$1.00

Amount
\$0.00

Transfer to user
SG797979

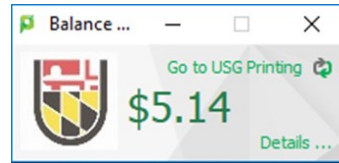
Comment
You got it |

Transfer

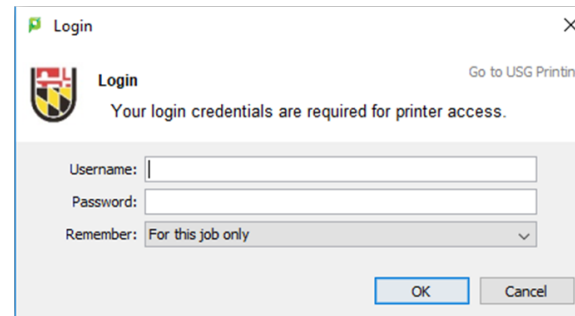
4. Click on "Transfer" button to complete the transfer funds.

USG WORKSTATION PRINTING

1. Log into any USG workstation with your "USG Logon ID" i.e.: SG123456
2. Upon logon you will see a popup window show the balance of USG Printing account.



3. Click on the "—" to minimize the USG printing "Balance..." widow or leave as it is.
4. Click on print from file menu and make sure chose a "SG-Follow-Me-BlackWhite" for black & white or "SG-Follow-Me-Color" for color print queue to print.
5. Click on the "Print" button to authenticate with your "USG Logon ID" and credential to proceed with complete the print job.



6. If don't have the sufficient balance it will prompt you with "Not enough credit".
7. Go to desired printer location to release your print job.

USG PRINTER LOCATION

Black&White: Bldg I: 2nd Floor Lounge | Bldg II: 2nd Floor Lounge | Bldg III: SG3-1200, 2103, 2nd Floor Hallway, and 3rd Floor Hallway

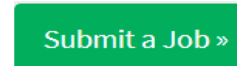
Color: Bldg I: 2nd Floor Lounge | Bldg III: SG3-1200, 2103

WEB-BASED PRINTING

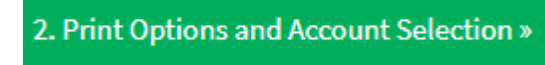
1. Go to <https://shadygrove.umd.edu/usgprinting> and enter your USG Logon ID.
2. Select the "Web Print" link in the left navigation bar.



3. To submit a print job click on the "Submit a Job" .



4. Choose a desired "Printer" that you want to print and click on "Print Options and Account Selection".



5. Click on the green "Upload Documents" button to upload a file.



6. To finish the job click on "Upload & Complete"

Microsoft Excel xlam, xls, xlsx, xlsm, xlsx, xltm, xltx Microsoft PowerPoint pot, potm, potx, ppam, pps, ppsm, ppsx, ppt, pptm, pptx Microsoft Word doc, docm, docx, dot, dotm, dotx, rtf, txt PDF pdf Picture Files bmp, dib, gif, jfif, jif, jpe, jpeg, jpg, png, tif, tiff

USG PRINTER LOCATION

Black&White: Bldg I: 2nd Floor Lounge | Bldg II: 2nd Floor Lounge | Bldg III: SG3-1200, 2103, 2nd Floor Hallway, 3rd Floor Hallway

Color: Bldg I: 2nd Floor Lounge | Bldg III: SG3-1200, and 2103