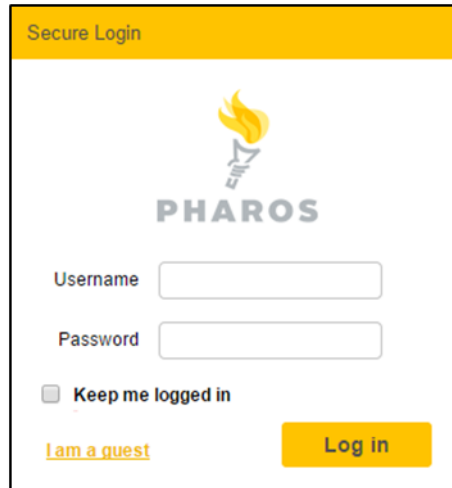


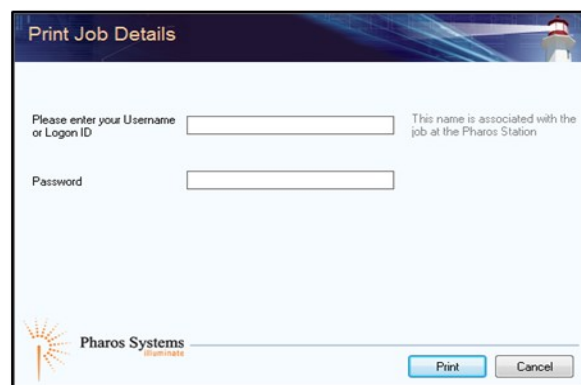
Smart Print for Students

Students' SmartPrint accounts are created automatically. To access your SmartPrint account, go to <https://smartprint.cod.edu>:



The image shows a 'Secure Login' form for the PHAROS system. It features a yellow header with the text 'Secure Login'. Below the header is the PHAROS logo, which consists of a stylized torch with a flame. Underneath the logo are two input fields: 'Username' and 'Password'. There is a checkbox labeled 'Keep me logged in' and a yellow 'Log in' button. At the bottom left, there is a link that says 'I am a guest'.

- You will log in using the same login-ID and password that you use for your **MyAccess** account.
- Funds can be added to your SmartPrint account using credit / debit cards or a PayPal account. *Cash transactions will be handled by a cash kiosk located in the College of DuPage Library.*
- To submit your document for printing via the SmartPrint system, simply select the print command in the application that you are using. You will be prompted to enter your SmartPrint credentials:

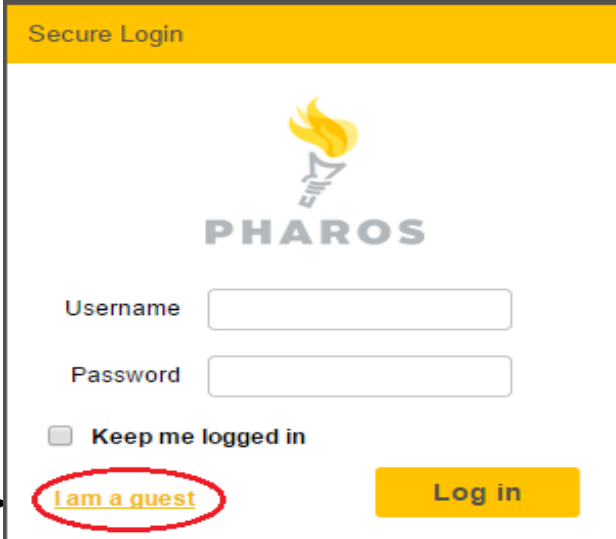


The image shows a 'Print Job Details' form. It has a dark blue header with the text 'Print Job Details' and a small icon of a lighthouse. Below the header, there are two input fields: 'Please enter your Username or Logon ID' and 'Password'. To the right of the first input field, there is a note: 'This name is associated with the job at the Pharos Station'. At the bottom left, there is the Pharos Systems logo, which is a stylized sunburst. At the bottom right, there are two buttons: 'Print' and 'Cancel'.

- Enter the username and password associated with your SmartPrint account. After you have submitted your document to print queue, you'll go to the release stations area to retrieve it. At the release station, you'll enter your username & password again to release your print job.
- Please note: **Printers print two-sided by default.**
- If you need more assistance, contact the Library Print Center service desk.

SmartPrint for Community Users

Community users must create a **Guest** account before they can use the SmartPrint system. To create a new account, go to the SmartPrint website at <https://smartprint.cod.edu>. Once there, click on the “I am a guest” link in the lower, left-hand corner of the login box:



Secure Login

PHAROS

Username

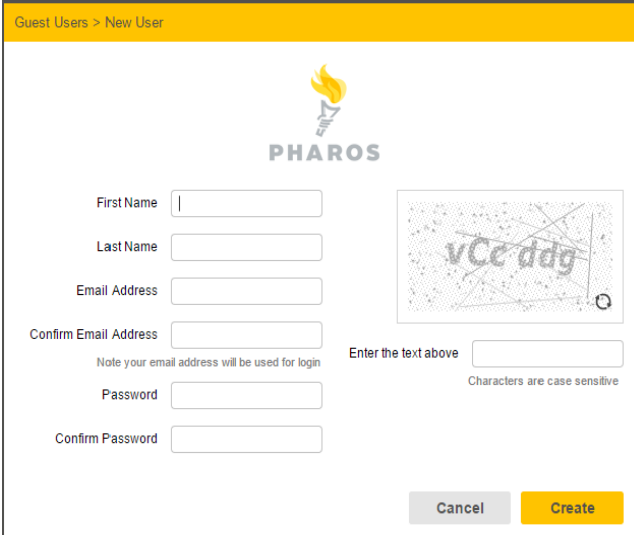
Password

Keep me logged in

[I am a guest](#)

Log in

Enter your information and click on the “Create” button to create your new account:



Guest Users > New User

PHAROS

First Name

Last Name

Email Address

Confirm Email Address

Note your email address will be used for login

Password

Confirm Password

Enter the text above

Characters are case sensitive

Cancel Create

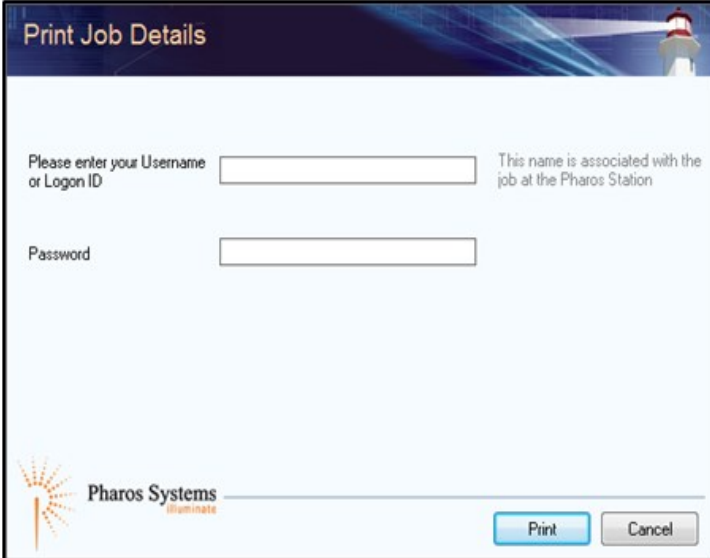
- You will log into your SmartPrint account using the same e-mail address and password that you used when your account was set up.
- Funds can be added to your account using credit / debit cards, or a PayPal account. *Cash transactions will be handled by a cash kiosk located in the College of DuPage Library.*

How to Print Your File:

- Navigate to your document and select the “Print” command in your software application.
- Please note:

Double-sided printing is set as default.

- After clicking on “Print” button, your will be prompted to enter your Smart Print credentials:



Print Job Details

Please enter your Username or Logon ID This name is associated with the job at the Pharos Station

Password

Pharos Systems illuminate

Print Cancel

- You need to enter the e-mail address and password that are associated with your Smart Print account.
- After your file has been submitted to the print queue, please go to a print release station to retrieve your document.
- At the release station, you'll enter your Smart Print username and password again to see the print jobs listed in your queue.
- Select the document you want to print and click on the “Print” button.
- Your document will be released and your Smart Print account will be debited for the number of printed pages.
- Click “Log off” button on the screen to end your session.
- For more assistance with printing, please go to the Library Print Center service desk.