Brisbane State High School
Comprehensive Student Printing Guide

This guide will run you through how printing works at Brisbane SHS for students using the PaperCut print charging system, how to set yourself up so you can top up credit, and scan your ID card to release jobs from the printer/photocopier/multifunctions.

This guide is in three parts; *please note: these steps are crucial to printing.*

1. Setting up a MyStudentAccount (MSA) online portal so that parent's and caregivers can deposit credit to a student's MSA account. This MSA account is required for adding credit to your PaperCut printing account

2. Associating your student ID card to the PaperCut system using the card scanner. This step is necessary before you can add credit to your print balance.

3. Adding credit to your PaperCut print balance using the PaperCut system.

Printer locations accessible to students:

- B Block Library (upper level) - 1 x B&W and 1 x Colour/B&W
- D Block Ground Floor Foyer - 1 x Colour/B&W
- G Block Level 2 Hallway   - 1 x B&W
- I Block Level 2 Hallway   - 1 x Colour/B&W

Printing Costs:

- Black and white pages cost 7c per page
- Duplex black and white pages (printed on both sides) cost 14c
- Colour pages cost 14c per page
- Duplex colour pages (printed on both sides) cost 28c

Print Jobs and Queues:

The name of the print queue to use on computers or iPads is called **P2003Print**
This is the only print queue that you will need to print to when using any of the Ricoh printer/photocopier/multifunction's around the school.
Once your document is sent to the print queue, you will need to scan your ID card at a multifunction so that you can retrieve/release your print job from the queue.
For computer users, the **P2003Print** queue should automatically connect to the computer when you log on. If it is not connected, please restart the computer.
For iPad users, there is another guide specifically for setting up your iPad to print, called the "*Student AirPrint iPad.pdf*" guide. This guide is available in *Student Common* drive, in the *Common* folder and then in the *iPad Support Guides* folder.

my student account

Follow these easy steps to set-up your Online Parent Profile

01   Go to: www.mystudentaccount.com.au   and click on "Web Portal Login"

02   Click: "First Time User" click "I Agree to Terms" and then Next.

03   Enter: Parent Details - Parent Email & the password you wish to use & required details

04   Click: "Next" to complete Profile Setup. Open your email to click the Activation Link.

05   Note: You will not be able to login to your profile unless you activate the email sent to you.

06   Click: Return to www.mystudentaccount.com.au and click "Web Portal Login"

07   Login: To Web Portal with email and password.

08   Click: "Add/Edit Accounts" to add your student or students to your profile.

09   Enter: Description for account at top. (Nickname for Account)

10   Enter: Start typing School name and select correct School from list

11   Enter: Enter Student ID or Staff ID Number. (Found on School ID Card above Barcode)

12   Enter: Enter Student Name and DOB

13   Click: Leave Reference Number and Security Code Search option blank.

14   Click: Click "Add New" to add account to profile and repeat for other students.

15   Click: "Account List" to return to man accounts page when all students added.

Note: If you do not receive your Activation Email from webmaster@mystudentaccount.com.au
within 30 minutes check your Junk or Spam folders. If still not found contact support on 1300 369783 for Manual Activation.

Now you can deposit funds, track all spending and manage your account online, see following:

Adding money to "My Student Account" (Options)

MAKING A CREDIT CARD / VISA DEBIT DEPOSIT

01   Go To: www.mystudentaccount.com.au   and click Web Portal Login.

02   Click: "Login" using the Username (your email address) and Password you created

03   Click: The recharge account Icon on the right hand side of the screen

04   Enter: The $ amount you wish to pay and click "Next"

05   Enter: Your credit card details (Visa or MasterCard) and follow the prompts.

Note: Credit card deposits take 20 mins before they can be accessed at school by your child.
Deposits are treated as purchases and not cash advances

How to make an Online Order (Year 7 Students Only – Tuesday to Friday)

1) Add funds to the account to enable ordering
2) Click Online Orders on the left of screen
3) Select a Student to order for
4) Click "Create New Order"
5) Select a menu
6) Select a Date and Order type (Lunch)
7) Select items into your order box
8) Continue until "Finish"

Editing Accounts

1) Add funds to the account to enable ordering
2) Click "Add Edit Accounts" and select the student to edit
3) Here you can set a Daily Spend Limit, enter an Allergy Alert or Ban an Item from sale

Action Icons

On the right hand side of the Account Lines there are Action Icons for Depositing Funds, Viewing Transactions and setting a Low Balance Alert.

For assistance please contact

All enquiries related to purchases contact the School Canteen
All enquiries related to payments or Parent Web Portal Support call My Student Account

My Student Account Contact
Email: support@mystudentaccount.com.au
Phone: 1300 369783

Registration of your Student ID Card with PaperCut and Ricoh

You need to register your student ID card with the Ricoh multifunction devices first before you will be able to print, or add credit to your PaperCut balance.

1. Ensure the Ricoh multifunction is on and showing the login screen.
2. Hold your student ID card over the card reader, when it scans your card the display will read **Associate Card with Account**
3. Press **Username** and enter your school account username and press **OK**
4. Press **Password** and enter your school account password and press **OK**
5. Press the **Login** button

You have now successfully registered your student ID card with the PaperCut system. Now each time you swipe your ID card on the card reader of a Ricoh multifunction, it will sign you in, and you can see what documents you have printed that are waiting to be released. Use the touch screen to release any print jobs you have waiting.

Frequently Asked Questions:

What happens when my password changes?

This won't affect your ID card as it will update automatically.

What if I leave my ID Card at home?

You can still use the Ricoh multifunction, you will instead log into the machine with your school username and password using the touch screen.

How long are my print jobs stored for?

You have 10 hours to release the jobs waiting for you in your queue.

I have recently lost my ID Card and been issued with a new ID Card, what do I do?

Follow the steps above to register your new ID Card. Registering your new card will overwrite your old ID card information

What do I do if I can't register my ID Card?

Please check you are using the correct username and password or contact the IT Helpdesk

What do I do if my ID Card isn't getting picked up by the card scanner?

Please see B Block student services and ask for a replacement card as you may have a faulty card.

Transfer credit from MyStudentAccount to PaperCut

This section covers how to transfer credit from MyStudentAccount to PaperCut using the PaperCut web interface. This can be done from any web browser that is connected to the school network. This is the only method available to students for adding credit to your PaperCut balance and can only be done while connected to the schools network.

1. To log into the PaperCut Web Interface you can right-click the PaperCut icon from the task tray on a desktop/laptop computer and select *Details* or, you can open your web browser and navigate to http://BSHSPrint/
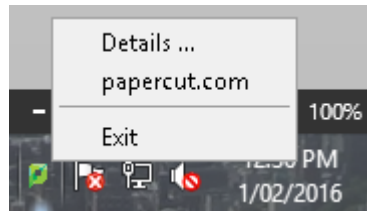
2. Once at the login page use your school username and password to login to the PaperCut system. E.g Username: *jblog57* Password: *DummyPassw0rd!*

3. When you have logged in you will see the Summary page for your account showing your Username, Account Balance, and Print Job statistics.

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NOTE: Before transferring credit to your account, ensure that you have sufficient funds already stored in your My Student Account balance. To add credit to your My Student Account balance please follow the instructions earlier in this guide in part one.

4. From the Summary page, select *Add Credit* from the menu on the left.
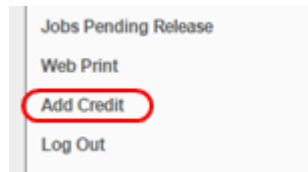
5. The Add Credit page will allow show your current PaperCut balance. To transfer funds from My Student Account to PaperCut, select the dropdown box and choose the amount you wish to transfer. Select Add Value to transfer the funds.
    NOTE: Funds can only be transferred one way, once funds have been transferred to Papercut from My Student Account they CANNOT be transferred back.

You have now successfully added credit to your PaperCut balance. You can now send print jobs to the P2003Print queue, and then scan your ID card at one of the multifunctions to select and release your print jobs.