MyPrint website user guide

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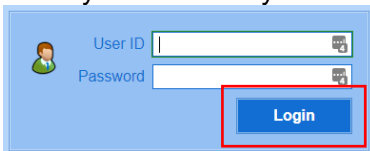
This is a user guide for managing your print account and buying print and copy credit for Multifunctional Devices (MFDs) via the MyPrint website.
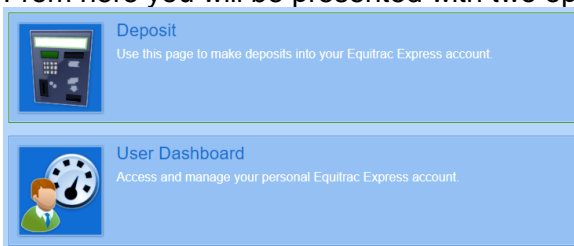
Logging in

To log into the My Print site:

1. Browse to https://myprint.nottingham.ac.uk from any web browser.

2. Enter your University username (User ID) and University password and click login.


3. From here you will be presented with two options, Deposit and User Dashboard.

User Dashboard

The user dashboard page allows you to view and manage your print service account. This page contains the following functions:

1. View Jobs: View and delete jobs in your print queue.
2. Reports: Run an account statement report which will show your print activity for the last 30 days.
3. Default billing code: Not used
4. Manage PINs: Add or change your print PIN.
5. Transfer funds: Transfer paid print credit to another print service user.
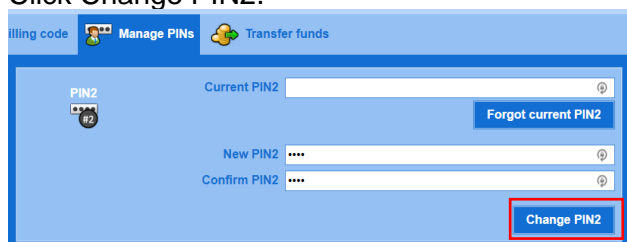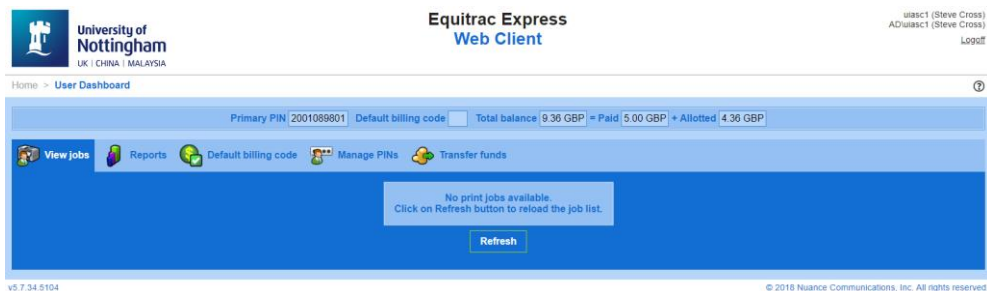

Manage PINs

The 'Manage PINs' tab allows you to secure your print service account by setting up and managing a Print PIN. Your Print PIN can be any combination of letters and numbers and you will be asked to enter it when you swipe your staff or student card at a device.

Please be aware that this only applies to card logins. If you are logging in without your card using Alternate Login, you must enter your standard University username (UoN User ID) and password.

Note: A Print PIN is **not** set by default, if you lose your University card, someone else could swipe onto an MFD, print copies and access your OneDrive. Please set a Print PIN:
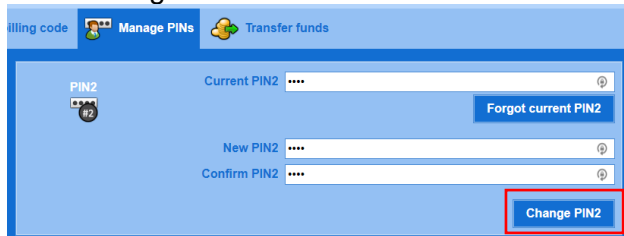
How to create a new Print PIN

1. Log into https://myprint.nottingham.ac.uk and go to User Dashboard > Manage PINs

2. Leave the Current PIN2 field blank and enter your desired pin in the New PIN2 and Confirm PIN2 fields.

3. Click Change PIN2.

You will now be prompted for your print PIN whenever you use your staff or student ID card at a device.

How to change your existing Print PIN

1. Log into https://myprint.nottingham.ac.uk and go to User Dashboard > Manage PINs

2. Enter your current PIN in the Current PIN2 field and your new pin in the New PIN2 and Confirm PIN2 fields.
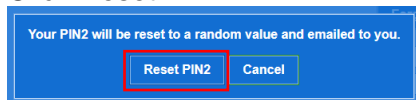
3. Click Change PIN2.

What to do if you have forgotten your PIN

1. Log into https://myprint.nottingham.ac.uk and go to User Dashboard > Manage PINs
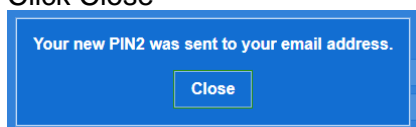
2. Click the Forgot current PIN2 button
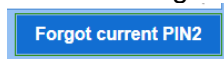
3. You will see the following message "Your PIN2 will be reset to a random value and emailed to you"

4. Click Reset PIN2

5. Click Close

6. When the new PIN arrives in your mailbox, follow the change existing PIN instructions above.

Transfer funds

The transfer funds function allows you to transfer paid print credit (not credit allocated by the University) to another user account. To do this:

1. Log into https://myprint.nottingham.ac.uk and go to User Dashboard > Transfer funds

2. Enter the amount you wish to transfer in the 'Transfer amount' field.

3. Enter the username (user id) of the recipient in the 'Transfer to account' field.

4. Enter optional comments.

5. Enter your University password in the 'Confirm your password' field.

6. Click Transfer

The requested amount will be immediately moved to the recipients paid print balance and can be used straight away.

Please note, unused credit is not refundable so please manage your account accordingly.

Deposit (making print credit payments)

The deposit function allows you to add print credit to your account via a PayPal account or with a debit or credit card using the guest checkout transaction.

To add credit:

1. Log into https://myprint.nottingham.ac.uk and go to Deposit.

2. Click the PayPal icon under Select deposit method.

3. Enter the amount in GBP (British pound sterling) that you would like to add to your account.

4. Review the PayPal Acceptable Use Policy and tick the acknowledgement box.

5. Click the PayPal Checkout button.

6. You will now be redirected to the PayPal website and have the option of logging into your PayPal account, or pay using a debit or credit card for PayPal Guest Checkout.

Once you have completed the payment transaction your account balance will be updated with the new amount within a few minutes.

Using the print, copy and scan service

For more details and user guides on using the print, copy and scan service, visit the IT Services website: https://www.nottingham.ac.uk/it-services/print

Help and support

Please contact the IT Service Desk on 0115 95 **16677**, following option 1 and you will be directed to the Xerox helpdesk.

For further support, visit the IT Services help and support page: https://www.nottingham.ac.uk/it-services/help