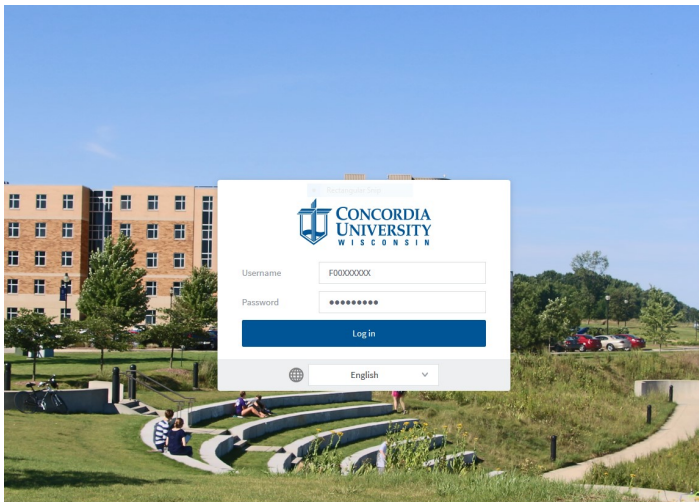# CONCORDIA UNIVERSITY
WISCONSIN
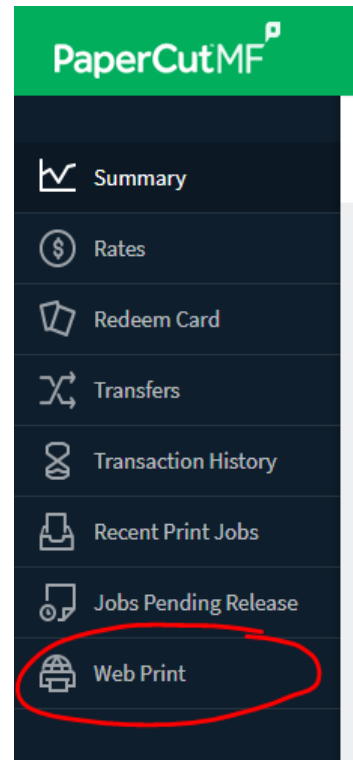### Upload and Print in Webprint (Papercut)

Step 1:

Login to www.cuw.edu/papercut and enter your Student ID as your username along with your portal password.
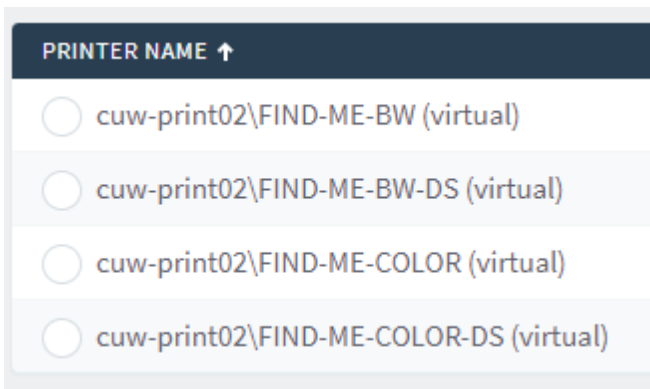

Step 2:

Select Web Print from the left hand column.
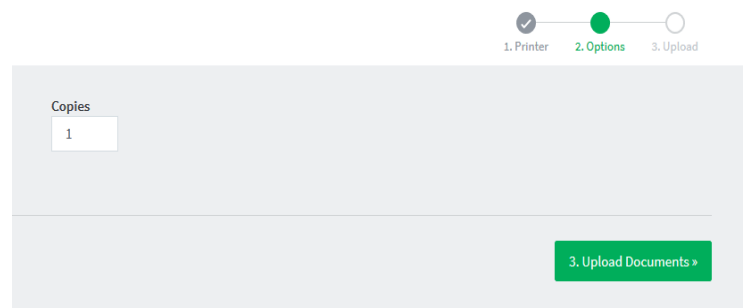

Step 3:

On the new page select the Submit a Job button. This will open a new page. You will have 4 options to choose from

a. Single Sided black and white
b. Double sided black and white
c. Single sided color
d. Double sided color

Step 4:

Select "Print Options and Account Selection" from the bottom right of the screen. On the next page select how many copies you would like then hit "Upload Documents."

Step 5:

On the next page you can either upload a document from your computer or drag and drop it onto the page. Once the document is uploaded/dropped into place select "Upload and Complete."
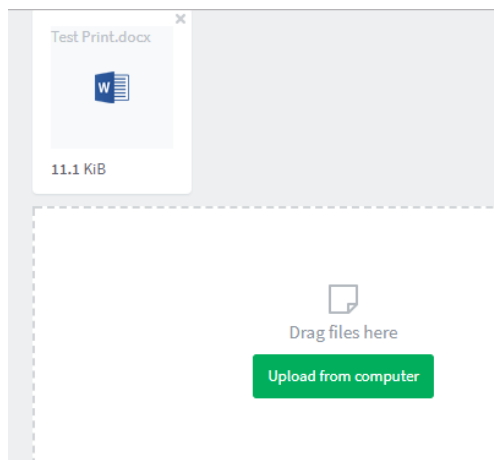
Step 6:

The document will now show up with a status of "Held in a queue." Go to any printer on campus, swipe your card, and select the job you would like to print off. Your document will stay in the queue until you delete it from the printer, or you print it.

PAGES	COST	STATUS
1	$0.00	Held in a queue
1	$0.00	Held in a queue