

Register an ID card for Printing and Photocopying

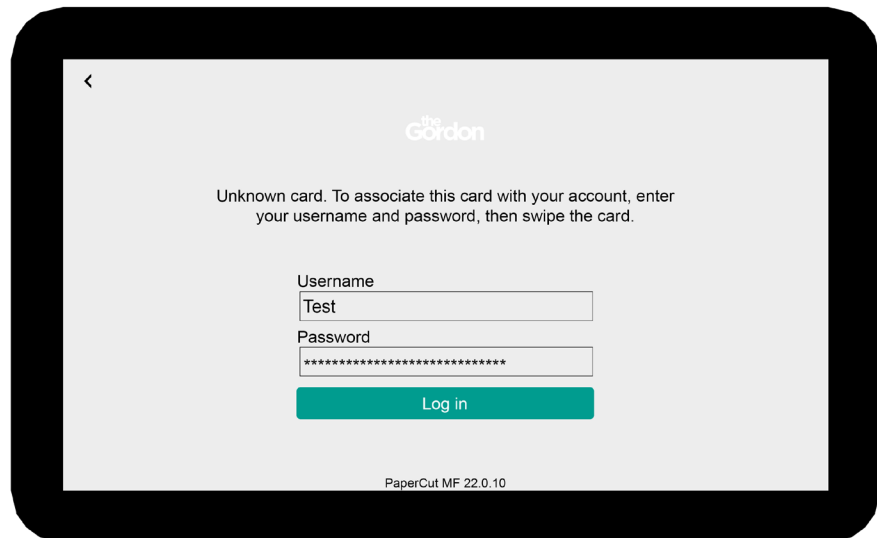
(Please ensure you have logged on to an institute computer once prior to registering your ID card)

STEP 1

Swipe your ID card at any copier on any Gordon campus.
Registration only needs to be done once per card.
The ID card can then be used to log on to any copier at The Gordon.

STEP 2

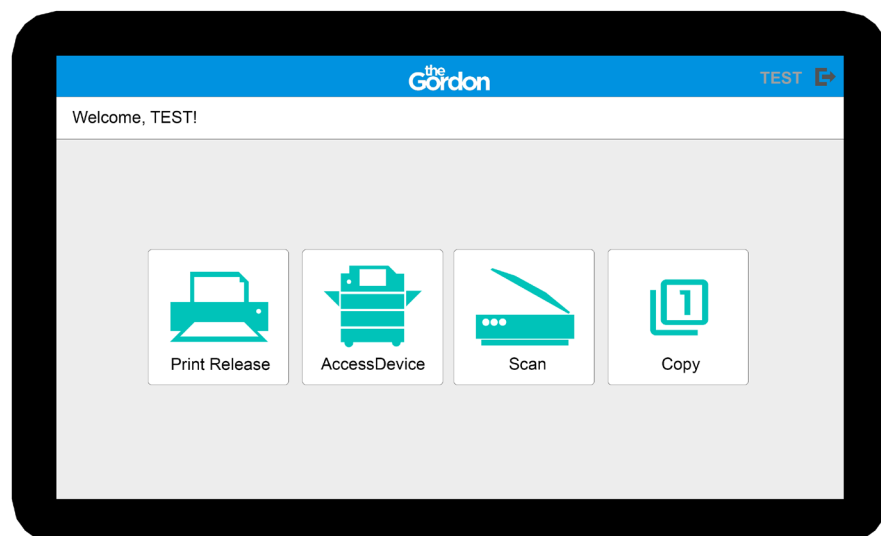
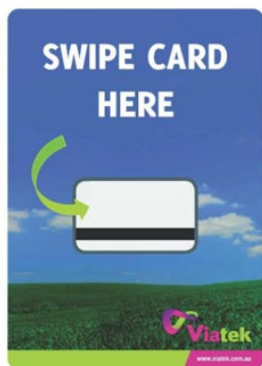
Card Association (One time only)
Swipe your card and associate your **Username** and **Password** (fig 1)
Press **Log in** once finished



(fig 1)

STEP 3

Swipe your card again to log on.
Printing and copying functions are now available for use. (fig 2)



(fig 2)