South Dakota State Web Print

- Open a Web Browser and go to:
 - \circ Webprint.sdstate.edu
 - o Log in with your MyState Credentials
- On the Left Action Pane click on
 - o "WebPrint"
- On the page click on "Submit a Job >>"
- Click on the type of Printer
 - o Secure_B&W
 - Single Sided B&W Print
 - Secure_B&W_2-Sided
 - 2-Sided B&W Print
 - \circ Secure_Color
 - Single Sided Color Print
 - Secure_Color_2-Sided
 - 2-sided Color Print
- Click on "2. Print Options and Account Selection>>"

2. Print Options and Account Selection >

- Choose the Number of Copies and Click on "3. Upload Documents"
 3. Upload Documents >
- You can drag files to the web page or click on "Upload from Computer"
 - \circ You can upload more than one document at time.
- When finished click on "Upload & complete"

Upload & Complete >



Locate a printer with a SDSU Print Release Station:

It will look like this

South Dakota State Print Release Station	
To begin, Please swipe your SDSU Card in the keyboard Contact the help desk if assistance is required.	
Usemane. Password Log in	

Swipe your MyJacks Card through the upper left of the keyboard on the computer.

You will see only your jobs listed and the price corresponding to each print.

Click on print to release your jobs.

If you do not collect your Print jobs within 24 hours, they will automatically be removed and you will not be charged.

lime	User	Printer	Document	Machine	Pages	Cost	Ac	tion	-
:08:53	srichardson	Secure_B&W	Microsoft Word - Never Forget	10V-GENLAB-056		1	\$0.05	Print	Cancel
3:55:33	marcotech	Secure_B&W	papercut-support-cheat-sheet-2016-02-2	24.pdf.pdf Web Print		3	\$0.15	Print	Cancel