# South Dakota State Web Print

- Open a Web Browser and go to:
  - o 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
  - o Secure_B&W_2-Sided
    - ▪ 2-Sided B&W Print
  - o Secure_Color
    - ▪ Single Sided Color Print
  - o Secure_Color_2-Sided
    - ▪ 2-sided Color Print
- Click on "2. Print Options and Account Selection>>"
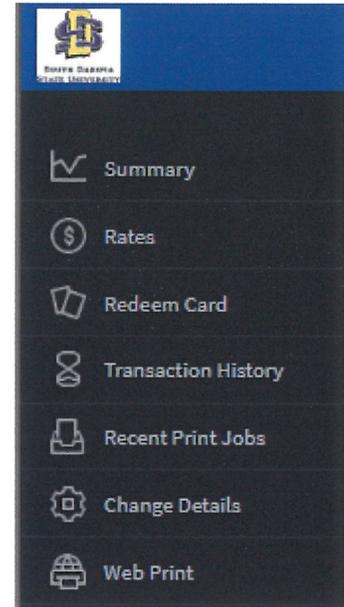
2. Print Options and Account Selection »

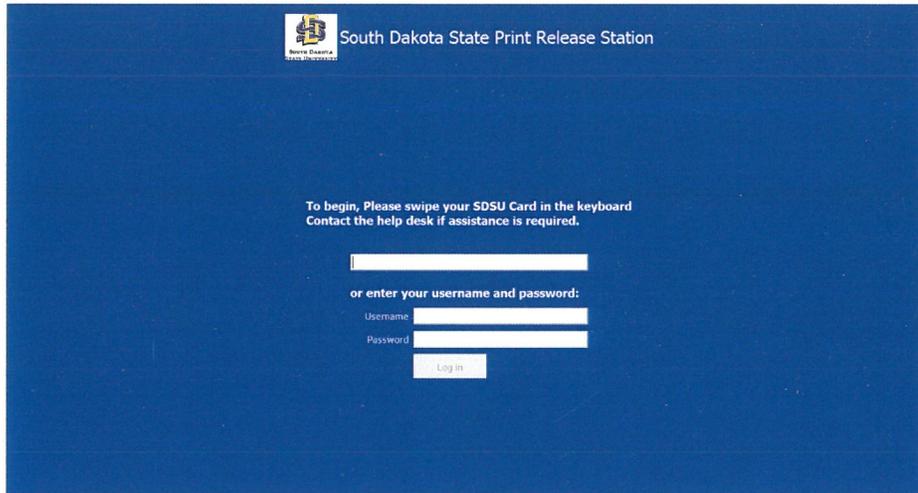- Choose the Number of Copies and Click on "3. Upload Documents"

3. Upload Documents »

- You can drag files to the web page or click on "Upload from Computer"
  - o 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

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.