

MyNSUPrint User Web Interface

User Web Interface

Please Note that **you have to be on Campus** in order for My NSU Print to Work!!



Open your web browser and type
<https://mysuprint.nova.edu>

Login using your SharkPrint account.

Enter Your My NSU Print Username
and password. If NSU patron this is
your sharklink username

Password

Language

Log in

[Create a My NSU Print Account](#)

Click Login

Overview

- Summary
- Rates
- Transaction History
- Recent Print Jobs
- Jobs Pending Release
- Web Print
- Log Out

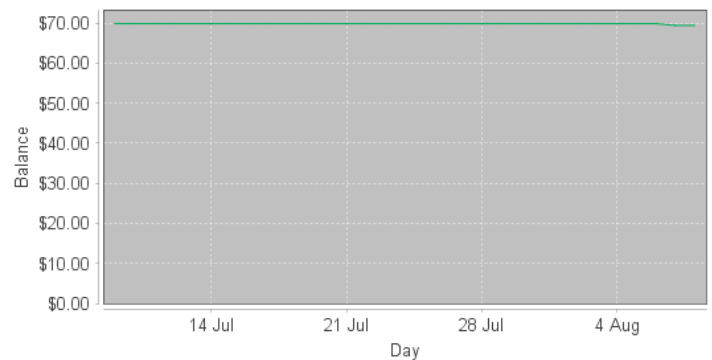
Summary

Username	Your Username
Balance	\$69.43
Total print jobs	448
Total pages	1,431




You can review your account balance and print jobs

Activity

Balance history for **Username**



Environmental Impact


-  1.7% of a tree
-  6.2 kg of CO2
-  390.4 hours running a 60W light bulb

Since Aug 15, 2011

Recent Print jobs

<u>Date</u> ▼	<u>Charged To</u>	<u>Printer</u>	<u>Pages</u>	<u>Cost</u>	<u>Document Name</u>	<u>Attribs.</u>	<u>Status</u>
Aug 7, 2017 3:28:57 PM	Usr name	fidvp-pspcut01/RHD TEST Color	3 (Color: 3)	\$0.30	Microsoft Word - ... Print Client Install	LETTER (ANSI_A) Duplex: No Grayscale: No 2,841 KB REVESPC PostScript	 Printed request refund

List your Print Jobs

 Printed
[request refund](#)

If you require a refund,
Click Request Refund

Refund Request

All refund requests will be reviewed by the NSU Card Office

Job Details		
	Time	Aug 7, 2017 3:26:57 PM
	Pages	3
	Cost	\$0.30
	Document Name	Microsoft Word - MYNSUPrint Client Install
	Printer	fldvp-pspcut01\RHO TEST Color

Refund Details	
<input checked="" type="radio"/> Full amount	<input type="radio"/> Partial amount: <input type="text" value="\$0.00"/>
Reason for Request	<input type="text"/>
<input type="button" value="Send"/> <input type="button" value="Cancel"/>	

Select the type of refund you need

Enter a reason for your refund

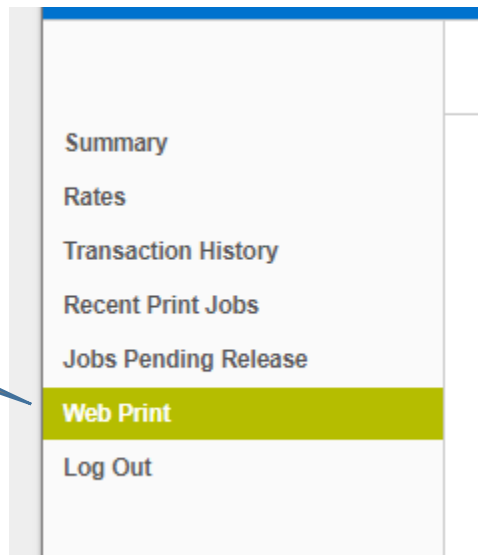
Click Send

<u>Date</u> ▼	<u>Charged To</u>	<u>Printer</u>	<u>Pages</u>	<u>Cost</u>	<u>Document Name</u>	<u>Attribs.</u>	<u>Status</u>
Aug 7, 2017 3:26:57 PM	Username	fove-ppout01RHO TEST Color	3 (Color: 3)	\$0.30	Microsoft Word - ... Print Client Install	LETTER (ANSI_A) Duplex: No Grayscale: No 2.841 KB REVESPC PostScript	 Printed  Refund Pending

Your job will show a status of "Refund Pending"

Web Print

Can be utilized from any workstation or laptop on any NSU Campus!



From the menu, Select Web Print

Web Print

Click Submit a Job

Web Print is a service to enable printing for laptop, wireless and unauthenticated users without the need to install print drivers. To upload a document for printing, click Submit a Job below.

[Submit a Job »](#)

Submit Time	Printer	Document Name	Pages	Cost	Status
<i>No active jobs</i>					

1. Printer 2. Options 3. Upload

Select a printer:

Quick Find:

Printer Name ▲	Location/Department
<input type="radio"/> fidvp-pspcut01Davie_Campus_Black_and_White_Printing (virtual)	Davie Campus Black and White Printing
<input type="radio"/> fidvp-pspcut01Davie_Campus_Color_Printing (virtual)	Davie Campus Color Printing
<input type="radio"/> fidvp-pspcut01Law_School_Printing (virtual)	Law School Printing
<input type="radio"/> fflvp-pspcut01Fort_Myers_Campus_Black_White_Printing (virtual)	Fort Myers Black And White Printing
<input type="radio"/> fflvp-pspcut01Fort_Myers_Campus_Color_Printing (virtual)	Fort Myers Color Printing
<input type="radio"/> fljvp-pspcut01Jacksonville_Black_and_White_Printing (virtual)	Jacksonville Black and White Printing
<input type="radio"/> fljvp-pspcut01Jacksonville_Color_Printing (virtual)	Jacksonville Color Printing
<input type="radio"/> flkvp-pspcut01Kendall_Black_and_White_Printing (virtual)	Kendall Black and White Printing
<input type="radio"/> flkvp-pspcut01Kendall_Color_Printing (virtual)	Kendall Color Printing
<input type="radio"/> flovp-pspcut01Orlando_Black_and_White_Printing (virtual)	Orlando Black and White Printing
<input type="radio"/> flovp-pspcut01Orlando_Color_Printing (virtual)	Kendall Color Printing
<input type="radio"/> flpvp-pspcut01Palm_Beach_Campus_Black_and_White_Printing (virtual)	Palm Beach Black and White Printing
<input type="radio"/> flpvp-pspcut01Palm_Beach_Campus_Color_Printing (virtual)	Palm Beach Color Printing
<input type="radio"/> fltvp-pspcut01Tampa_Black_and_White_Printing (virtual)	Tampa Black and White Printing
<input type="radio"/> fltvp-pspcut01Tampa_Color_Printing (virtual)	Tampa Color Printing

« Back to Active Jobs 2. Print Options and Account Selection »

Select the printer to send print job to. These are by location and black and white or color

Click on Print Options and Account Selection

1. Printer 2. Options 3. Upload

Options

Copies:

« 1. Printer Selection » 3. Upload Documents »

Select how many Copies you need

Click Upload Document

1. Printer 2. Options 3. Upload

Select documents to upload and print

Drag files here

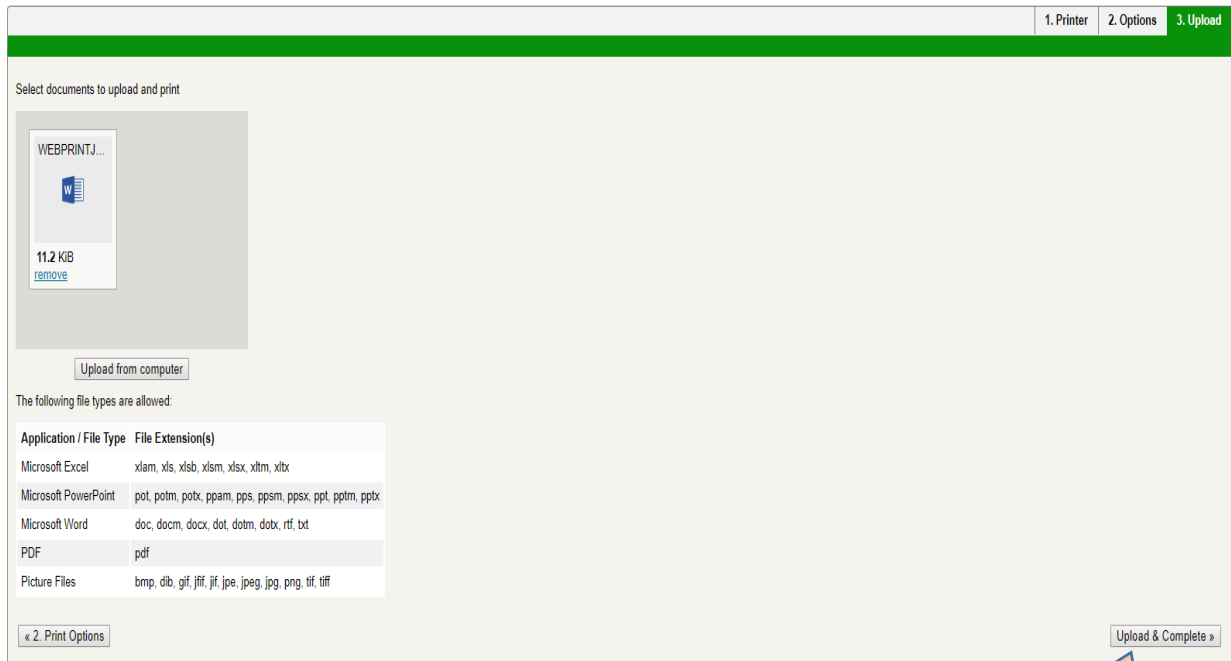
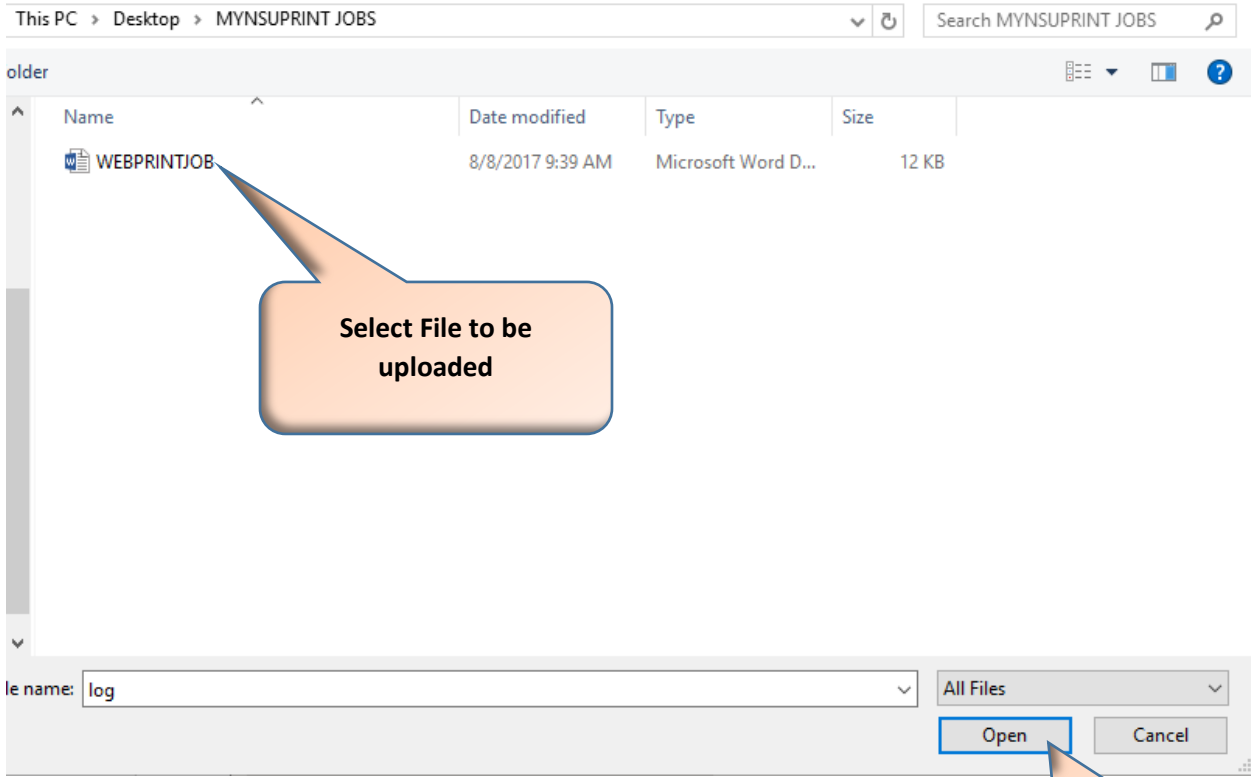
Upload from computer

The following file types are allowed:

Application / File Type	File Extension(s)
Microsoft Excel	xlam, xls, xlsx, xlsm, xlsx, xltm, xltx
Microsoft PowerPoint	pot, potm, potx, ppam, pps, ppsm, ppsx, ppt, pptm, pptx
Microsoft Word	doc, docm, docx, dot, dotm, dotx, rtf, txt
PDF	pdf
Picture Files	bmp, dib, gif, jif, jif, jpe, jpeg, jpg, png, tif, tiff

« 2. Print Options » Upload & Complete »

Click Upload from computer



Click Upload and Complete

Submit Time	Printer	Document Name	Pages	Cost	Status
Aug 8, 2017 9:41:33 AM	fidvp- pspcout01\Davie_Campus_Black_and_White_Printing	WEBPRINTJOB.docx	1	\$0.05	Held in a queue

Once a minute or two passes and the document is processed it will change to a status of "Held in Queue." At that point it can be release at any My NSU Print Release Station