



Using UAF printing will result in a charge to your *PolarExpress* (Bear Bucks Account) at the rate of \$0.14 per page for black and white or \$0.50 per page for color printing. If you need to add money to your *PolarExpress* (Bear Bucks Account), go the Office of the Bursar, 1st Floor Signer's Hall or call 474-7384. More information can be found at uaf.edu/finserv/bursar/polarexpress then click *Bear Bucks*.

How to Print at UAF

Step 1: First Time Account Setup

1. Go to the **Print Release Station** and swipe your *PolarExpress*** card.
2. Log in using your **UA Username** and **Password**.
3. Log out of the **Print Release Station** and proceed to Step 2.

Step 2: Upload the Document to the Print Queue.

Option 1

*Option 1 will only work on OIT and Library Terminals.

1. Open your **document** on the computer.
2. Select *File>Print*.
3. Choose the printer that you would like to print from and press *Print*.
4. You will be prompted to log in. Enter your **UA Username** and **Password** and select *Print*.

Option 2

1. Log in to your **Google Apps** email account.
2. Upload the document that you want to print as an attachment and email it to **print@alaska.edu** for black and white or **printcolor@alaska.edu** for color documents. Your document will be automatically added to the **Print Queue**.

Option 3

1. Go to print.alaska.edu and log in with your **UA username** and **Password**.

2. Click on *Upload a Document* then select *Browse*.
3. Find the document that you want to print, select it and press *Open*.

Step 3: Printing the Document from the Print Queue

Option 1

1. Go to the **printer** or **print release station** at which you are going to print the document.
2. Log in at the printer or print release station.
 - A. If you are in the Library, log in by swiping your *PolarExpress*** card at the print release station.
 - B. If you are in the Nook swipe your *PolarExpress* card on the printer and log in using your **UA Username** and **Password**.
3. Select the **Document** that you want to print from the Job List, then select *Print*.

Option 2

1. Go to print.alaska.edu and log in using your **UA Username** and **password**.
2. Select the document from the *Job List*, then select the printer from the drop down at the bottom of the page and press *Print*. Your document will be printed at the selected printer.

**If you *PolarExpress* card is older than 4 years you may need to obtain a replacement card from the Office of the Bursar.

If you are still having trouble printing, contact the OIT Support Center at the listed number below.