

# WebPrint - Print from Anywhere

Print from anywhere you are from any device.

## Visit the WebPrint Portal

The WebPrint portal can be visited by visiting <http://s.aints.co/webprint> in a web browser.

Log in with your SHU username and password to access the website.



## Submit a Print Job

Click the **Submit a Job** button. Enter the number of copies you want printed, and click the **Upload Documents** button. Add the documents you would like to print from your device. Once your document(s) are added, click the **Upload & Complete** button. This sends your document to the virtual print queue on campus!

## Print from the Print Queue

Visit any Multi-function Printer (MFP) on campus to print your documents. At an MFP, log in using your Student ID card (if associated with your account), or by using the touchscreen on the device.

Once logged in, your documents will be waiting in the print queue for your account. Any documents you send to this queue will stay there for 7 days before they are removed.



## Get IT Help

Our Helpdesk can assist you every weekday.  
Call or email us for assistance!

Phone: 517-264-7655

Email: [helpdesk@sienaheights.edu](mailto:helpdesk@sienaheights.edu)