myPrintCopy offers UoN students an online payment system for printing and photocopying in the computing labs, libraries and hubs.

This is an additional service to the cash and EFTPOS facilities available for adding credit.

**Things you should know about myPrintCopy**

- To use MyPrintCopy you must have a current Mastercard or Visa credit card
- You must read and accept the Terms and Conditions before you can create a myPrintCopy account
- There is a NO REFUND POLICY on all transactions applying to your myPrintCopy account
- Load restrictions apply:
  - Minimum reload = $5.00
  - Maximum reload = $100.00
  - Maximum balance = $150.00
- Further information about printing credit is available at:

**Accepting Terms and Conditions**

1. Using a browser, open the myPrintCopy web page: [http://myprintcopy.newcastle.edu.au](http://myprintcopy.newcastle.edu.au)
   - If you are logging in from a student hub, lab or library computer, click on the tab at the top of the Student home page.
2. Enter your UniID and password. This is your student number and the password you use to login to your University accounts
3. DO NOT click in the *Remember me on this computer* check box if you are using a public area or shared computer
4. Click the *Sign in* button
5. Click on the Terms and Conditions link to view the small print.

6. Tick the checkbox to accept the Terms and Conditions.

7. Click Create Account. You will only need to complete this step the first time you access myPrintCopy.

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**Adding Credit**

1. To add credit to your printing account, login to myPrintCopy by repeating steps 1 and 2 above.

2. Click on the Add Value button

3. Enter the amount required. There is a minimum of $5.00.
4. A unique reference number linked to your PrintCopy account will display. 
   Click on your card type.

5. Enter your credit/debit card details and click on Proceed.

6. A myPrintCopy statement confirms your payment and receipt details.

7. Click Back to return to the main screen.

8. Sign out