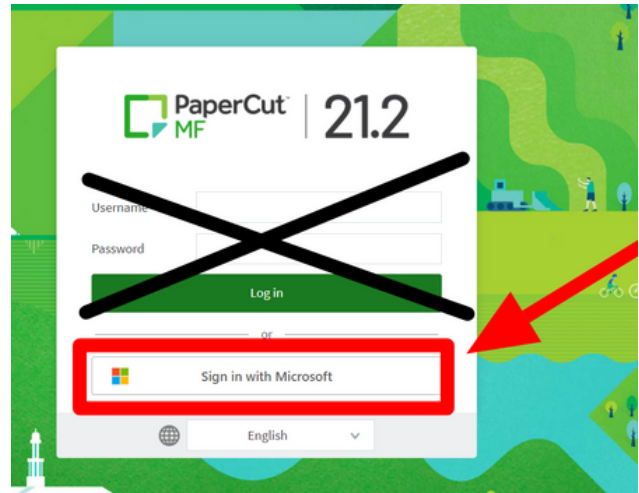


Printing at the Library

1. Go to <https://print.sullivan.edu>

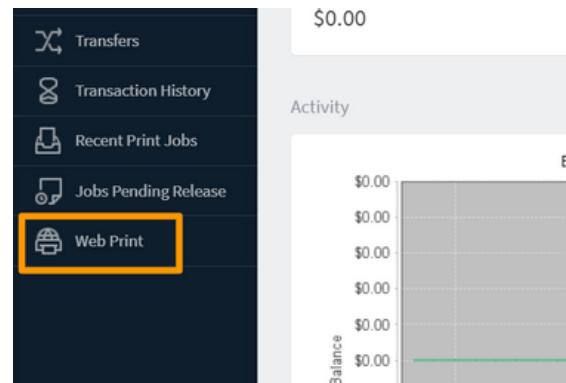
2. Click **Sign in with Microsoft** and use your Sullivan University email login.

Do **not fill out username/password box. If you see "Invalid username or password," click below that.



3. Select **Web Print** from the left column.

4. Choose **Submit a Job**

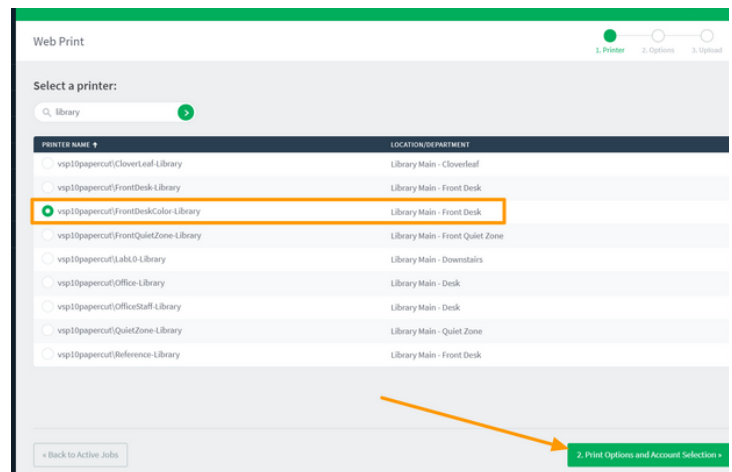


5. Choose a printer

Library Printer Names:

- Louisville: FrontDeskColor-Library
- Dupont: LRC-Dupont
- Lexington: LRC-Lexington

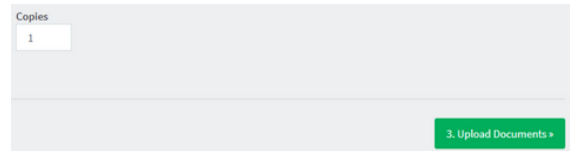
6. Once a printer is selected, choose **Print Options and Account Selection**.



Turn over

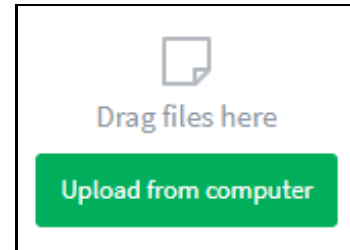


8. Pick the number of copies to print and select **Upload Document**.



A screenshot of a web form. At the top, there is a label 'Copies' above a text input field containing the number '1'. Below this, there is a green button with the text '1. Upload Documents »'.

9. Drag the file from your local device or select **Upload from computer**.



Please note:

- You cannot print double-sided
- To print a PowerPoint, save it as a PDF in the format you want (handout, multiple slides per sheet, etc.) then upload the PDF
- You can only print what you can upload. For example, you can't print something directly from a website or Blackboard. You must either copy the content from that website into a Word document or save it as a PDF.

10. Once uploaded, print job status will display. Select **Submit a Job** to print another document.



A screenshot of a web interface. At the top, there is a green button with the text 'Submit a Job »'. Below this is a table with three columns: 'SUBMIT TIME', 'PRINTER', and 'DOCUMENT NAME'. The table contains one row of data.

SUBMIT TIME	PRINTER	DOCUMENT NAME
Sep 23, 2021 5:28:12 PM	vsp10papercut\Lab141-Main1	test.docx

If you need assistance, please contact the IT Helpdesk
502-413-8800 or itsupport@sullivan.edu