Alumni, Retiree and Guest Printing

Alumni and Guests of the university are able to print at public workstations. Follow the steps below to create a guest account. Additional details about guest printing in Bird Library is available on the Library's Guest and Visitors Answers page.

Recently Graduate, Retire, Resign, etc.?
Recent alumni, retirees, etc., of the last 12 months can still log into ITS public lab locations, however, the previous NetID and password will no longer work for printing in these locations. In order to print, simply create a guest account using the instructions below. If you are a former faculty or staff member looking to continue printing in your previous area of employment, please contact your organizational unit directly.

Expire After One Year
University guest print accounts expire after one year. No refunds can be made for expired balances. Guest account balances can not be merged.

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Registering a Guest Print Account

1. Visit the Print Account Management Site

Open a web browser of choice and visit printing.syr.edu. If you do not have a device with a browser, please visit a public workstation.

2. Register as a New User
Click “Register as a New User”.

Fill in the guest account information. Each field is required. Click “Register” to proceed.

3. Review Guest Account Information

After successful guest account registration, the complete account details will be shown. This information will also be emailed to the registered email address.
Adding Funds to a Guest Print Account

Guest accounts begin with a balance of zero dollars. In order to print, guests are required to add funds by credit card.

1. Log Into the Print Management Site

Visit suprinting.syr.edu. Enter the guest account username and password. Be sure you enter the full guest account name including “guest-”. If you have forgotten your password, review it in the email recently sent to the registered email address.
2. Select Add Funds and Specify Amount

Click on "Add funds (CASHNET)" tab.
Determine the amount you'd like added to the account in the drop down menu. Click "Add Value" to be taken to the credit card payment screen.

Enable Popups
You may need to enable popups in your desired browser in order to proceed to the credit card processing page.
3. Enter Credit Card Information

On the next screen, select the "Credit Card" option to proceed.

Expire After One Year
University guest print accounts expire after one year. No refunds can be made for expired balances. Guest account balances cannot be merged.

Enter the credit card information and click "Next". Review the transactions and complete the transactions.
If the credit transaction was successful, a confirmation email will be sent to the registered email address.

**Reviewing Guest Account Balance**

Guests can log into [printing.syr.edu](http://printing.syr.edu) at any time while the account is active and view the balance on the Add funds (CASHNET) page.
Getting Help

If you require additional assistance for the information above, or any IT-related issues, contact the ITS Help Desk by calling at 315-443-2677, by emailing help@syr.edu, or by stopping into 1-227 CST.