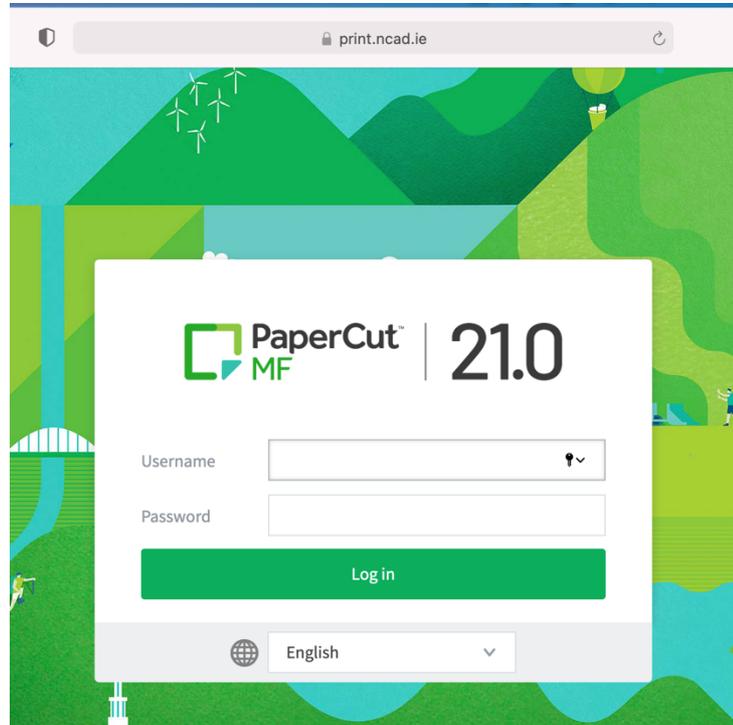
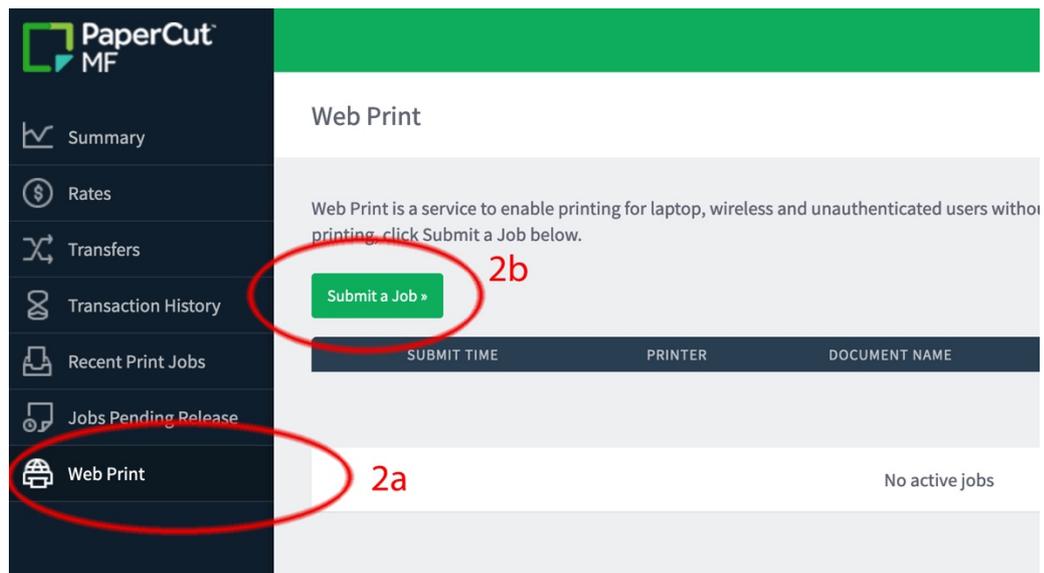


## Using the NCAD Print Portal (only available on campus)

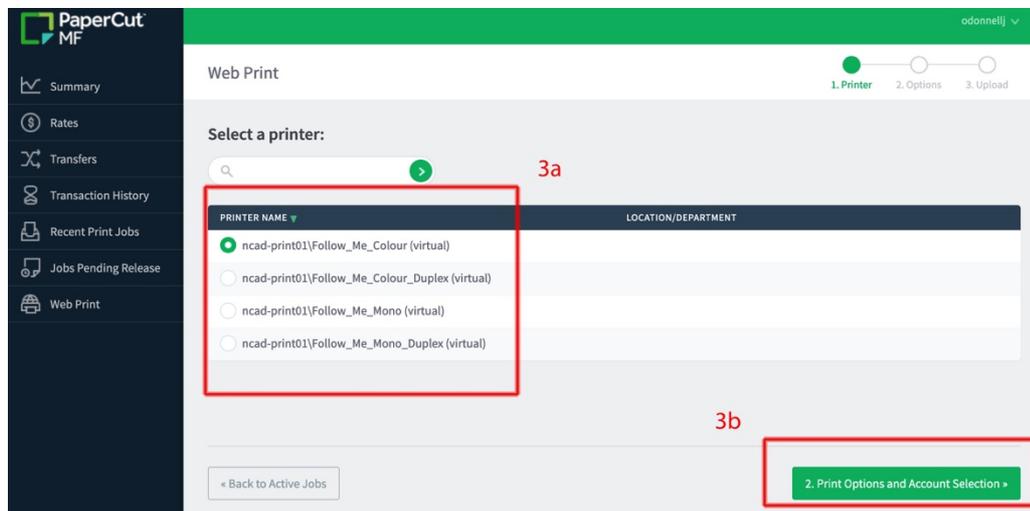
- 1) In your web browser go to <https://print.ncad.ie> and enter your WiFi/Workvivo/MyNCAD username and password and click Log In



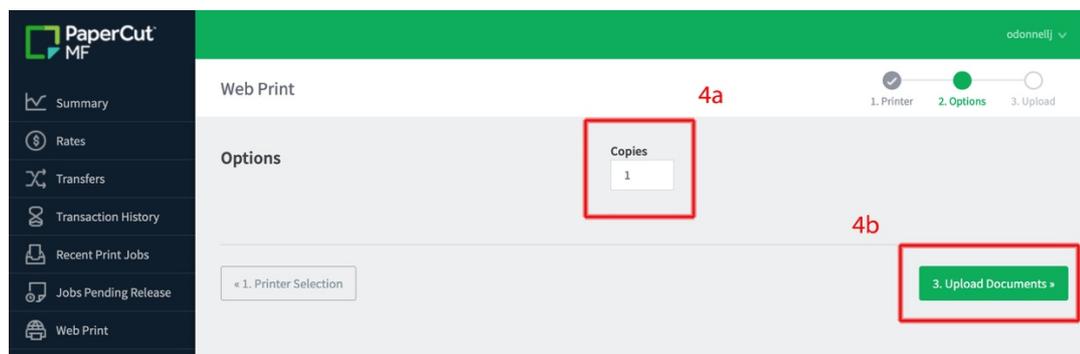
- 2) Once logged in select "Web Print" on the bottom left (2a) and then click on "Submit a Job" (2b)



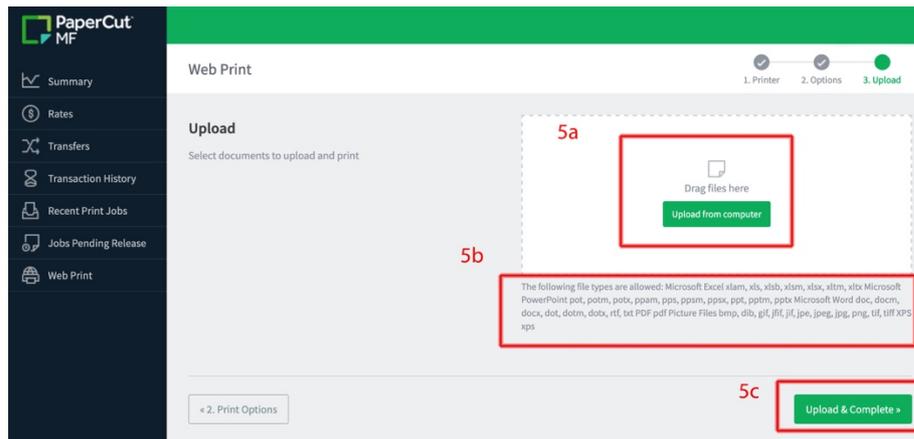
- 3) Next select whether you want A4 colour or grey scale and/or duplex (3a)  
(please note A3 options will be coming soon)  
Next select “Print options and Account Selection” (3b)



- 4) Select number of copies (4a) and click on “Upload Documents” (4b)



- 5) Upload the files you wish to print (5a)  
Please note the file types that you can upload (5b)  
Click on “Upload & Complete” when finished (5c)



6) Always remember to logout of the portal by clicking on your username on the top right and selecting “Log Out”

Please check out the following web link for more up to date information:

- for Staff (<https://www.ncad.ie/staff/on-campus-printing/>)
- for Students (<https://www.ncad.ie/students/it-support2/on-campus-printing/>)