Alabama A&M University
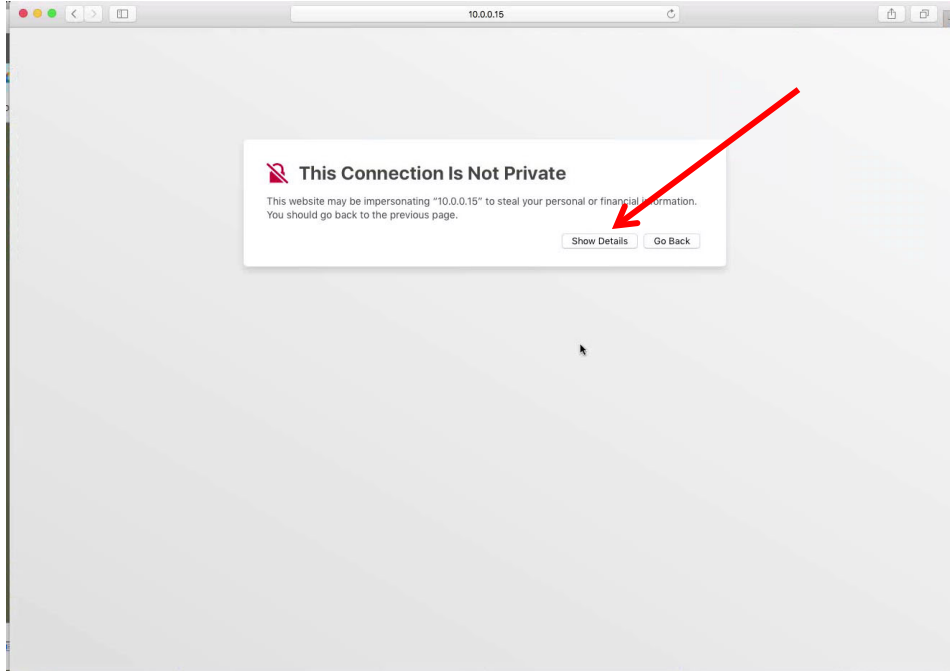
Student Webprint Instructions

1. Open the web Browser (i.e. Chrome or Safari on your computer and type or copy **https://198.180.134.100:9192/user** into the URL field. if Safari proceed to step 2 if Chrome skip to step 5.
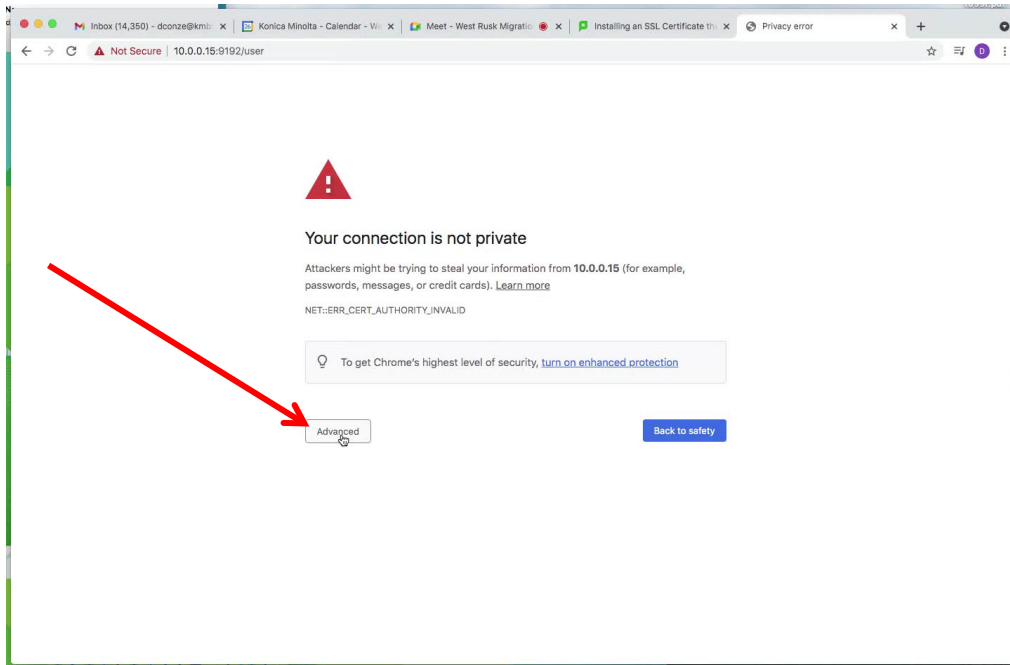2. Select the show details button in the middle of the screen.

3. Select the "Visit this Website" link on the screen as shown below. Then Select the "Visit Website" button at the top of the screen.
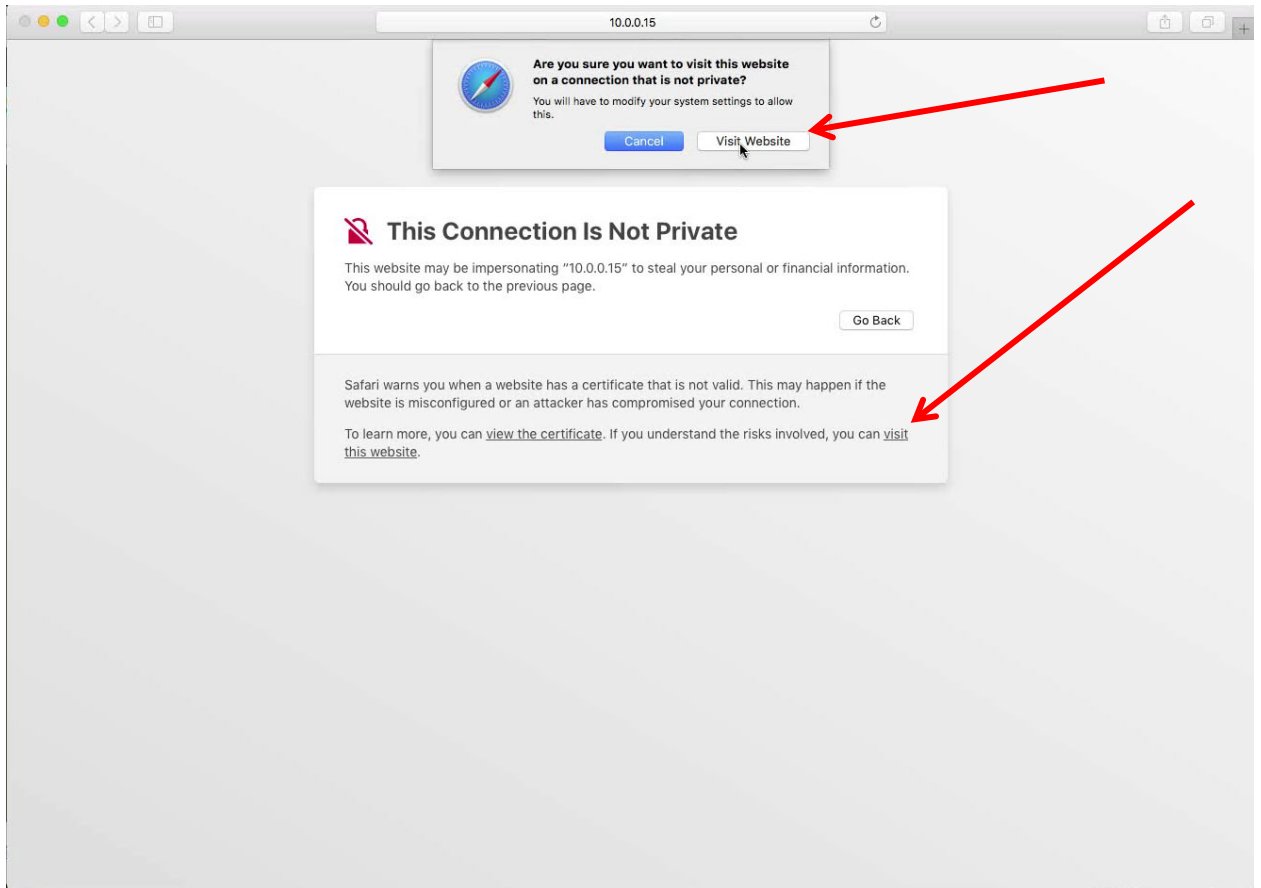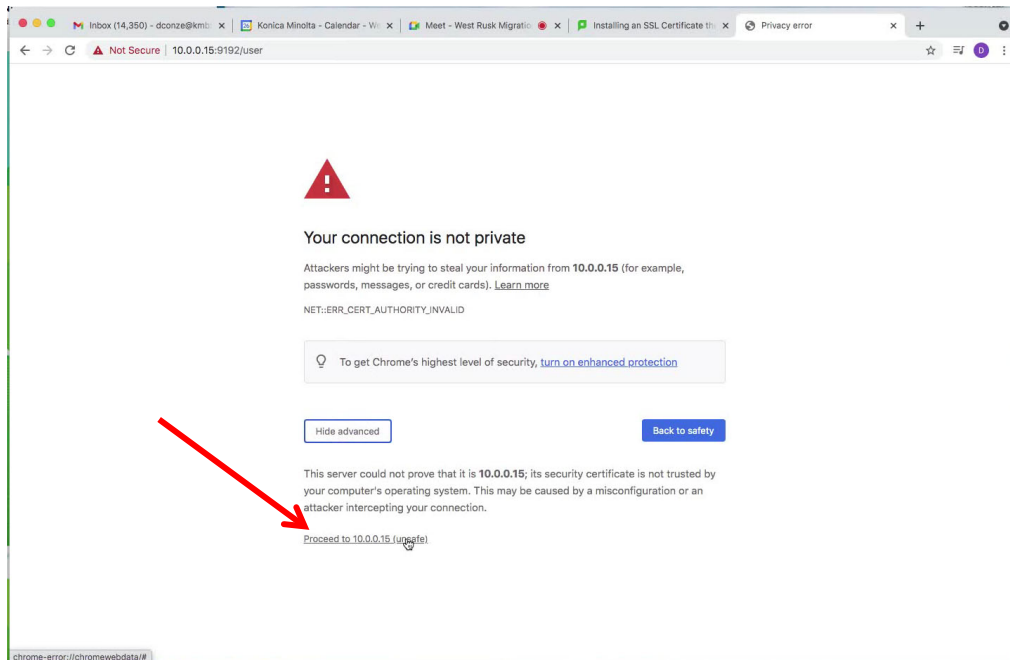
4. Enter your computer password in the popup window and select "Update Settings"
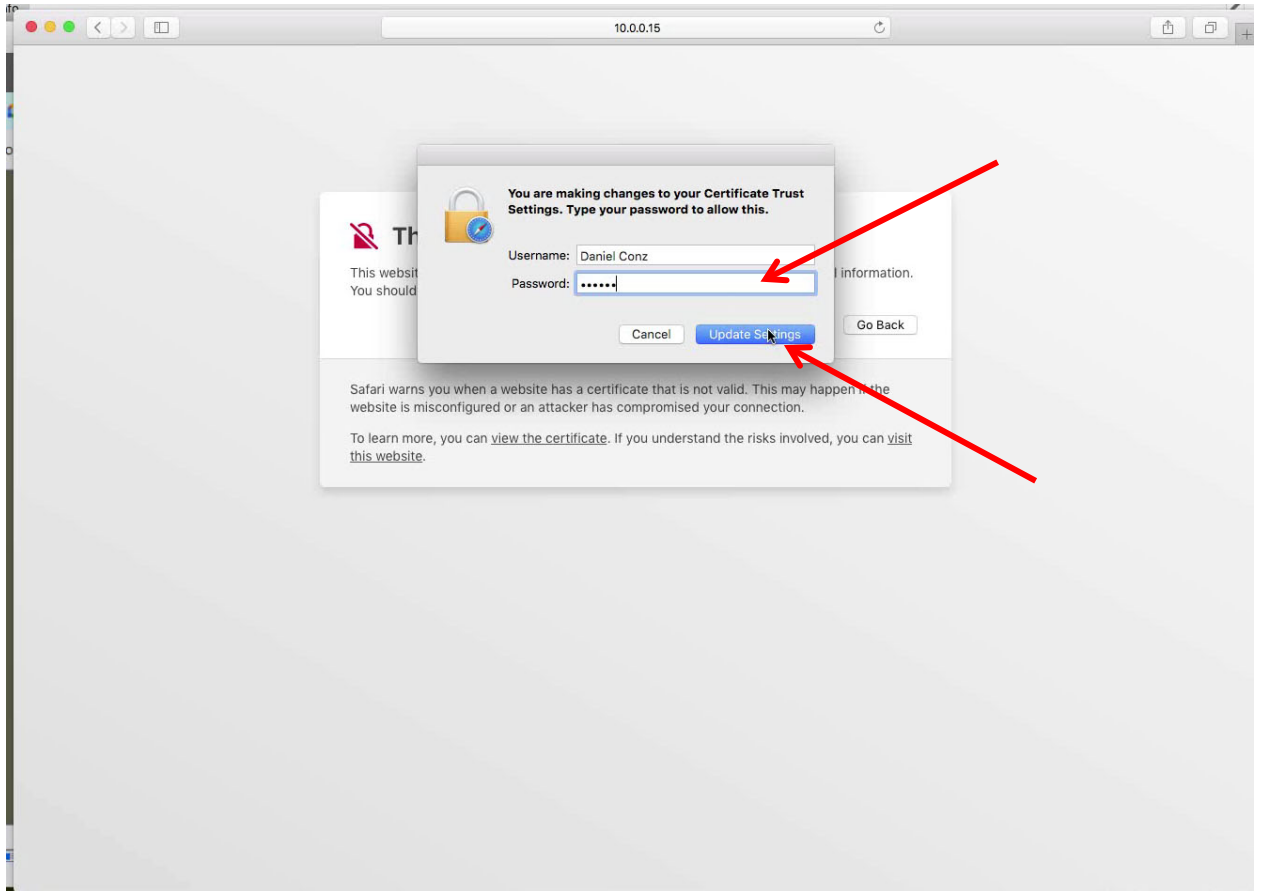
5. For Chrome select the "Advanced button" on the screen.

6. Select the "Proceed to 198.180.134.100 (unsafe) link on the screen.

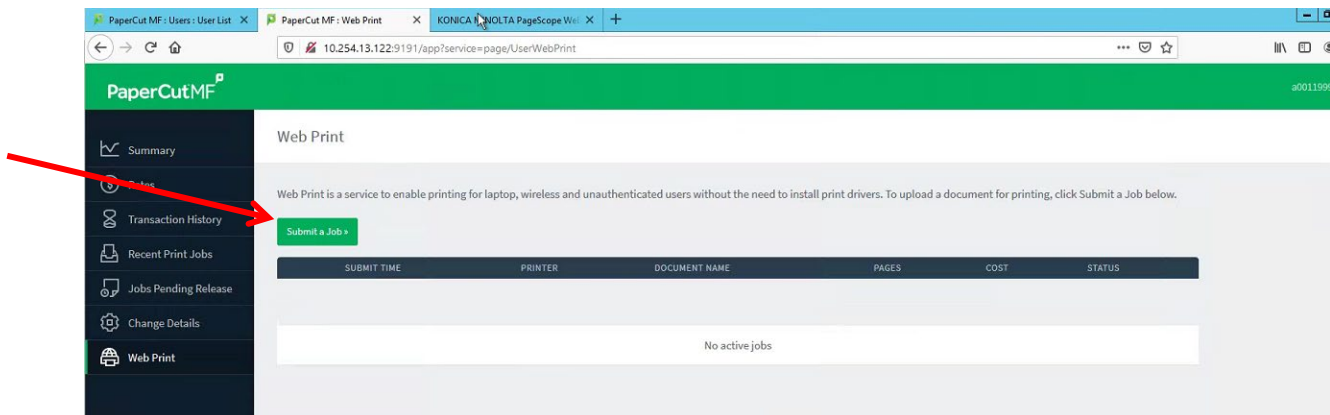7. Type in your **SSO username** in the username field and enter your **SSO password** and select the **"Log in"** button.
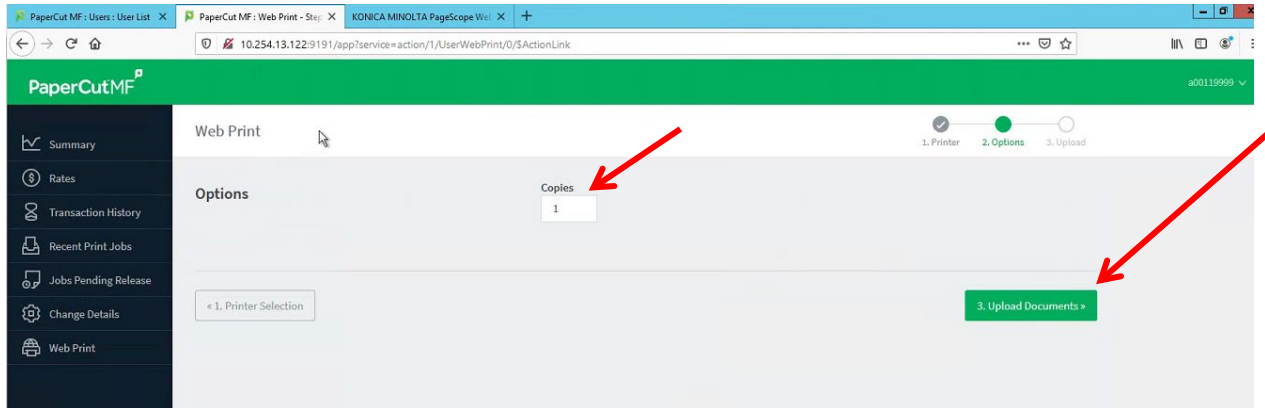
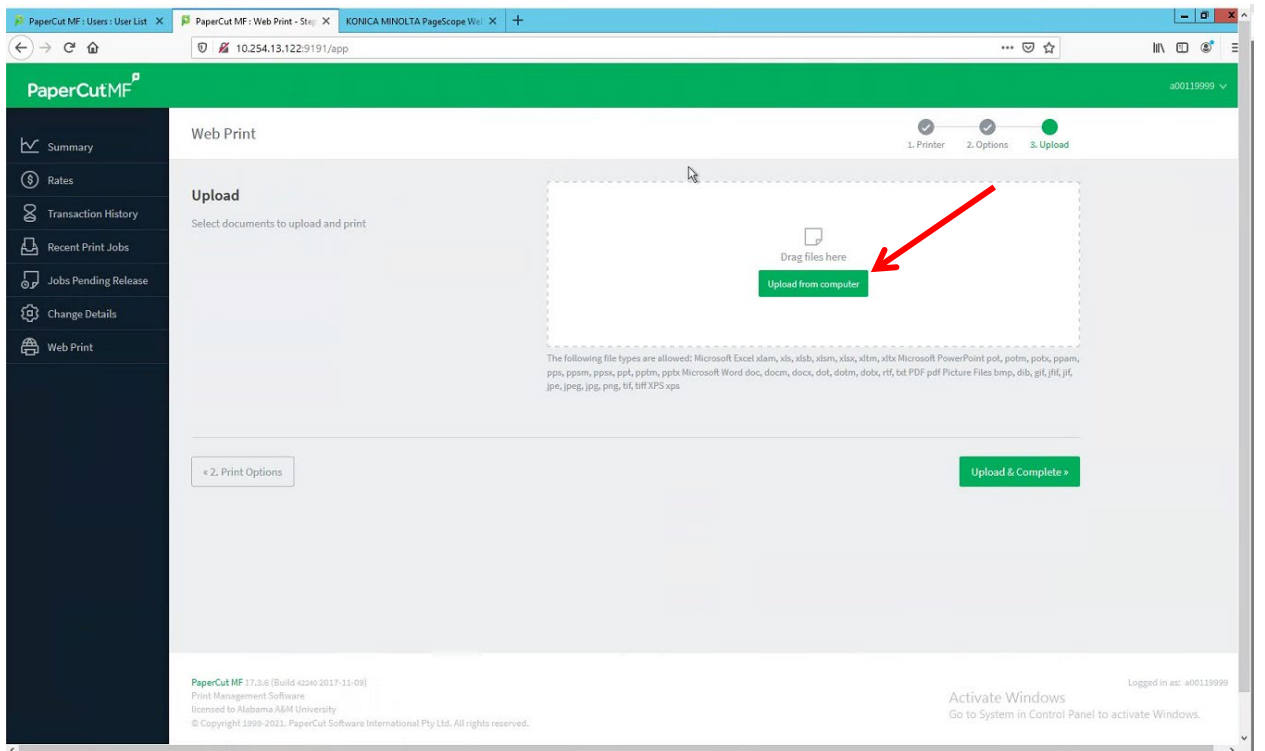8. Select the **"Web Print"** menu item in the left side of the window.
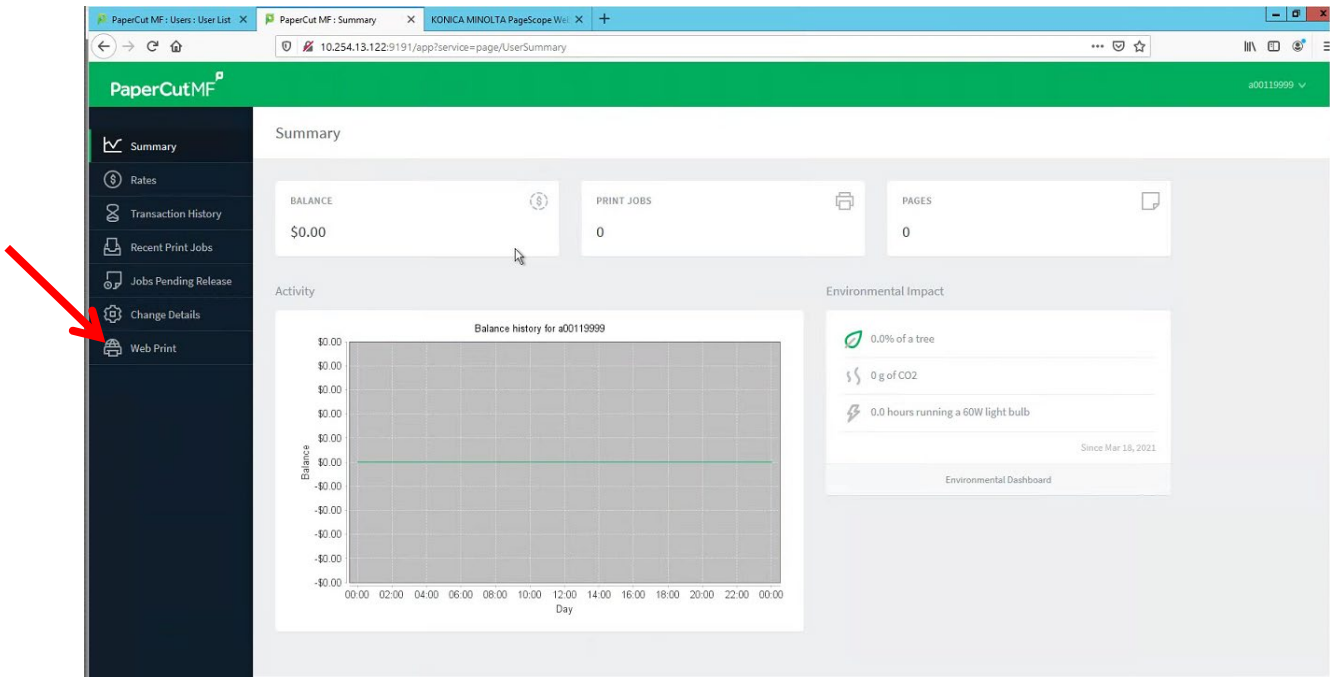
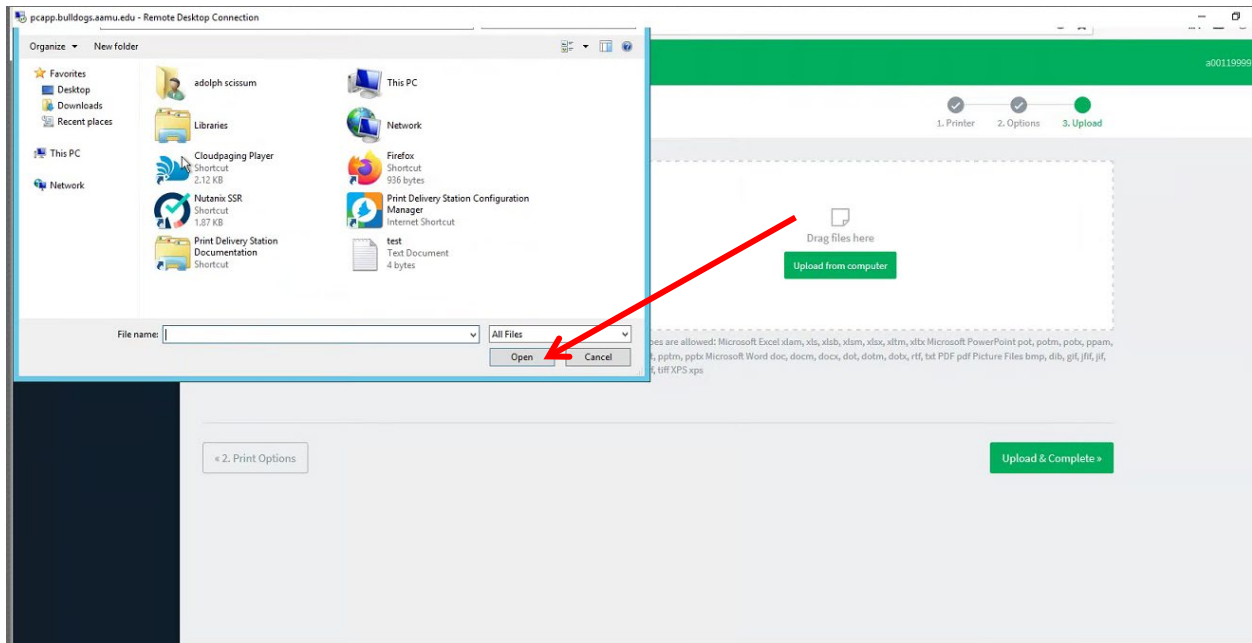9. Select the **"Submit a Job"** button on the screen.

10. Enter your number of copies and select the **"Upload Documents**" button.

1. Select the **"Upload from Computer"** and browse file selection. You can **print PDF, DOCX, XLSX, PPTX and TXT files.**
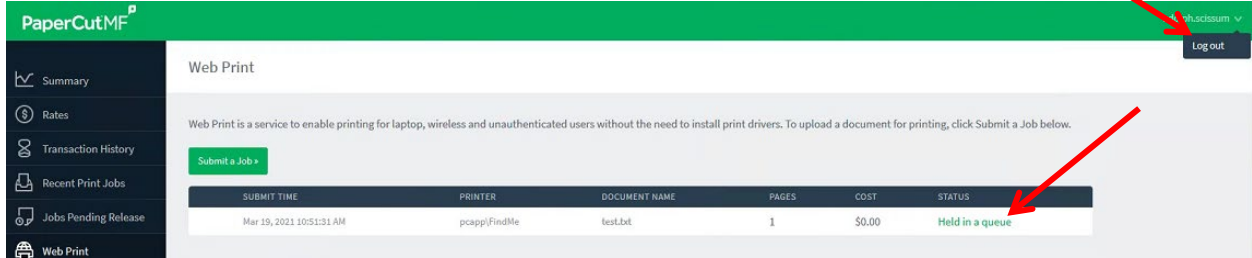
2. In the Browse window you can select one or multiple files at one time and when finished select the **"Open"** button.

3. You should now see your files at the top of the screen. Then select the **"Upload & Complete"** button.
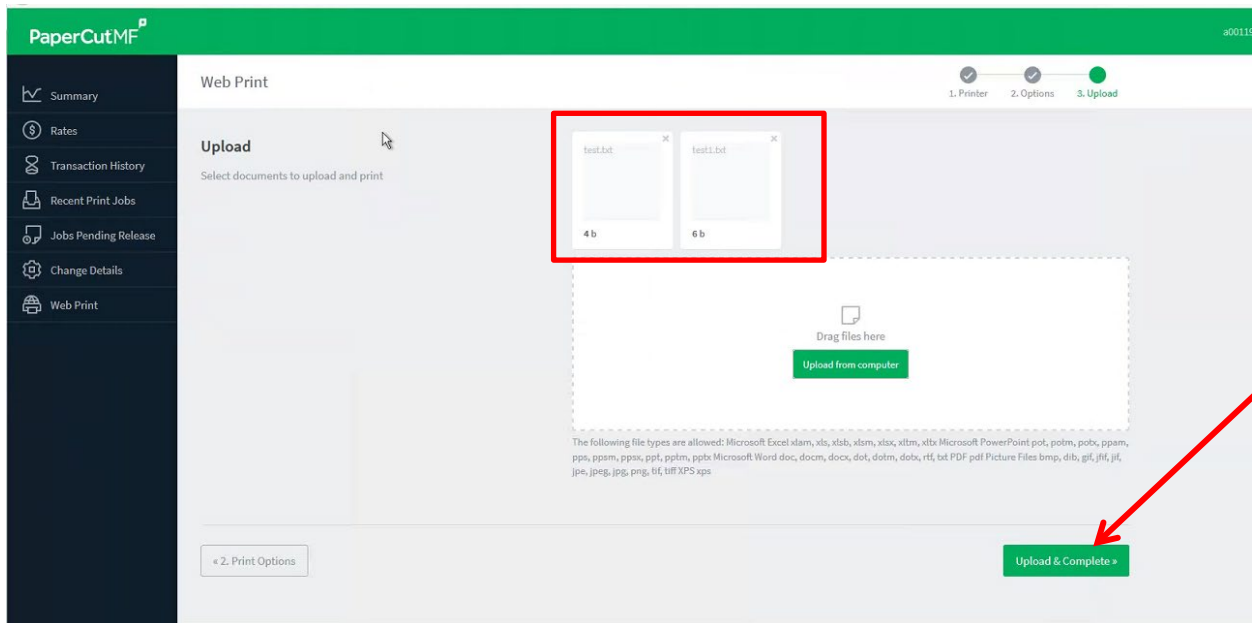
4. After document states **"Held in a queue, select your SSO user name** in the upper right corner and select **"Log Out"**