COMPUTER PRINTING IN THE LIBRARY
Use the Library’s Cardless MyPrint for Computer Printing

Black/White Printouts are 10 cents per Page

To begin: you must know your AccessRio username and password. For a streamlined experience you will need to have a credit/debit card or PayPal account. Cash only students and community users will need to go the Circulation Desk to buy a MyPrint “card”. The MyPrint “cards” are sold in $1 increments.

Before you send a document to the printer:

1. Know your AccessRio login and password.
2. Go to https://myprint.riohondo.edu
3. Use your AccessRio username and password to login to your MyPrint account.
4. Add money to your MyPrint account from your credit/debit or PayPal account. Select “Add Credit” on left of the screen. See image below:

5. Send your document to the printer – Follow the instructions on the screen.
6. Retrieve your printout in Library Copy Center near the Circulation Desk.
7. Use your AccessRio username and password at the release station (the PC in the copy center).
8. Questions? See a librarian at the Reference Desk.
9. During the transition to MyPrint your patience is appreciated.