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

Black/White Printouts are 10 cents per Page

To begin: know your **AccessRio username and password**. MyPrint allows you to add value to your MyPrint account by using cash, credit/debit card, or a PayPal account. Cash users add money to their MyPrint account via the “bill loader” in the Library Copy Center.

Credit/debit card and PayPal users:

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

![MyPrint Image](image)

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.

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