



ADDING MONEY TO YOUR PRINTING/PHOTOCOPYING ACCOUNT

Got cash? Use the Bill Loader at the Library Copy Center to add money to your printing account.

No cash? Follow these steps to add money with a credit/debit card or PayPal account:

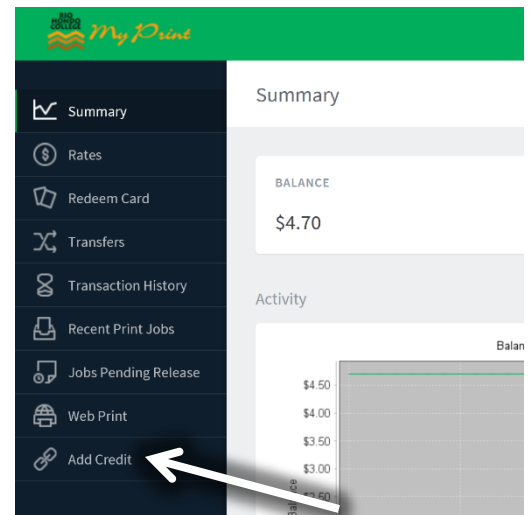
1. Go to <https://myprint.riohondo.edu>
2. Log in with your AccessRio username and password.
3. Select “Add Credit” on the left side menu (see image) and follow the instructions.

PRINTING IN THE LIBRARY

1. Print as you normally would with a library computer. Follow the directions from the pop-up windows.
2. Inside the Library Copy Center near the Circulation Desk, use your AccessRio login at the print release station (the PC next to the printers) to pay for and retrieve your document.
3. Questions? See a librarian at the Reference Desk.

*For photocopying, use the copy machines in the Library Copy Center. Log in with your AccessRio.

IT 9/18/18



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