**My Print Registration**

Teesside University provide printing for students and staff. MyPrint is the University’s self-service printing and photocopying service for and is the main source of printing on campus, including the library. The system operates by using your TUSC and touching the options on the display panel on the print station.

The purpose of this guide is to assist Teesside University students and staff to register for MyPrint.

1. Navigate to [myprint.tees.ac.uk](https://myprint.tees.ac.uk)

2. If you get the following warning navigate to [https://apps.tees.ac.uk/mylogin](https://apps.tees.ac.uk/mylogin)

   **Warning:** We weren't able to find your security details. This allows you to reset your password and cancel your TUSC. It also means you won't be able to register for MyPrint or Cashless until you set them up.
   You can enter your security details by visiting [MyLogin.tees.ac.uk](https://mylogin.tees.ac.uk).

   If you see the **Register for MyPrint** button move to point 9 on this guide.

3. Click the **Manage your security details** link
4. Click on the link **Re-register / Change all your security details**

- **Manage your security details**

**What would you like to do?**

You may choose from the options below...

1. Register / Change your PIN number
2. Re-register / Change all your security details

5. Login with your university login details. (Staff/Student Number)

6. Fill in the required fields and click register.
   *The memorable phrase cannot contain certain characters, see image below.*
8. If all fields are filled in correctly you will get the following message
MyPrint Registration

Manage your security details

You have successfully registered/changed your security details.
Navigate to myprint.tees.ac.uk.

9. Click on Register for myprint

10. Read the Terms And Conditions If you agree with the terms and conditions. Tick the box “I agree to the Terms & Conditions And would Like to proceed”

Before registering For the MyPrint service please read the terms And conditions below.

Read Terms And Conditions

I agree to the Terms & Conditions And would Like to proceed.

Register for MyPrint

11. If you see the message below you have successfully registered to myprint.