

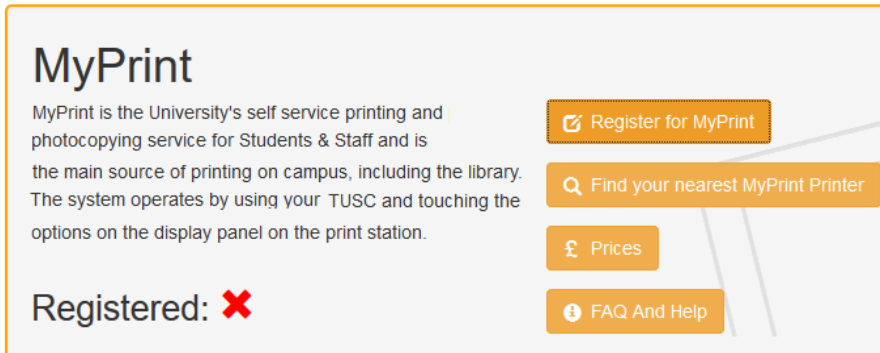
Teesside University provide printing for students and staff. MyPrint is the University's self-service printing and photocopying service for and is the main source of printing on campus, including the library. The system operates by using your TUSC and touching the options on the display panel on the 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](http://myprint.tees.ac.uk)
2. If you get the following warning navigate to [mylogin.tees.ac.uk](http://mylogin.tees.ac.uk)

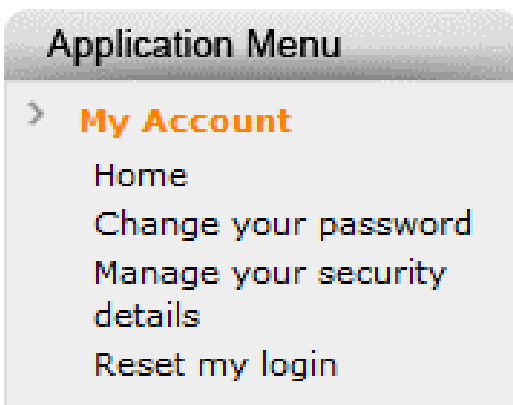
**Warning:** We weren't able to find your security details.  
This allows you to reset your password and cancel your TUSC.  
It also means you won't be able to register for MyPrint or Cashless until you set them up.  
You can enter your security details by visiting [MyLogin.tees.ac.uk](http://MyLogin.tees.ac.uk)

If you see the  button move to point 8 on this guide.



The screenshot shows the MyPrint website. On the left, there is a heading "MyPrint" followed by a paragraph: "MyPrint is the University's self service printing and photocopying service for Students & Staff 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." Below this, it says "Registered: X" with a red X icon. On the right side, there is a vertical list of buttons: "Register for MyPrint" (with a checkmark icon), "Find your nearest MyPrint Printer" (with a magnifying glass icon), "Prices" (with a pound symbol icon), and "FAQ And Help" (with an information icon).

3. Click the [Manage your security details](#) link



The screenshot shows an "Application Menu" with a grey header. Below the header, there is a list of items. The first item is "My Account" in bold orange text, preceded by a right-pointing chevron. Under "My Account", there are four links: "Home", "Change your password", "Manage your security details", and "Reset my login".

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)

Confirm Your Login Details	
User Number (e.g. A1234567) :	<input type="text"/> 
Password :	<input type="password"/> 
	<input type="button" value="Login"/> <input type="button" value="Cancel"/>

- Fill in the required fields and click register.  
 The memorable phrase cannot contain certain characters, see image below.

Security Questions	
Name :	Staff/Student Name
User Number :	Staff/Student Number
Date of birth :	<input type="text"/> <input type="text"/> <input type="text"/> * Day required * Month required * Year required
Town of birth :	<input type="text"/> * Required
	<i>It is strongly recommended that you enter an alternative email address. It means the service desk can send you a password should you need to contact them to have it reset.</i>
Alternative Email Address :	<input type="text" value="emailaddress@domain.com"/>
Confirm Alternative Email Address :	<input type="text" value="emailaddress@domain.com"/>
	<i>You can also register a mobile phone number should you wish to. This is simply another alternative means of you for support.</i>
UK Mobile Phone Number :	<input type="text"/>
Confirm UK Mobile Phone Number :	<input type="text"/>
Choose 4 digit PIN :	<input type="text"/> <input type="button" value="?"/> <i>Changing this PIN number will cause your PIN number to be updated. If you wish to keep your existing PIN number please enter it into this field.</i>
English Language Memorable Phrase :	<input type="text" value="MEMORABLEPHRASEWITHNOSPACES"/> <i>Not allowed following characters: £ &amp; &lt; &gt; :   # space and must be between 8 and 16 characters</i>
Confirm Memorable Phrase :	<input type="text" value="MEMORABLEPHRASEWITHNOSPACES"/>
<input type="button" value="Register"/> <input type="button" value="Cancel"/>	

8. If all fields are filled in correctly you will get the following message

## Manage your security details

You have successfully registered/changed your security details.  
Navigate to [myprint.tees.ac.uk](https://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.](#)

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

## Register for MyPrint

 **Success:** You have successfully registered for MyPrint.