WebPrint

Basic Information

Link for WebPrint: here

Who can use WebPrint? iSchool Faculty, Staff, PhD Students

How To

Print your documents using WebPrint -

Step 1: Go to the link to access the WebPrint portal here

Step 2: Login using your UT EID(Username) and Password

Step 3: Once you log in, go to "WebPrint" on the left, as indicated in the image and click on "Submit a Job"

Step 4: Now Select a printer from the list of available printers to print your document
Step 5: Select the “Number of Copies” you want to print and then click on "Upload Documents"

Step 6: Now, click "Upload from Computer" and choose the files you want to print from your computer or drag them into the dotted box to upload them for printing

Step 7: Click on "Upload & Complete"

Step 8: When you click "Upload & Complete", your document will be Queued for Printing on the Printer you chose in Step 4.

   The status of your print and some other basic details can be found on the "Status" tab in the table.

Step 9: What are you waiting for, go, grab your printout!