

How to Guide

Purchase printing credits

ICT Services

Students need to purchase credit to print at any TAFE SA campus. This guide will show you how to purchase printing credit.

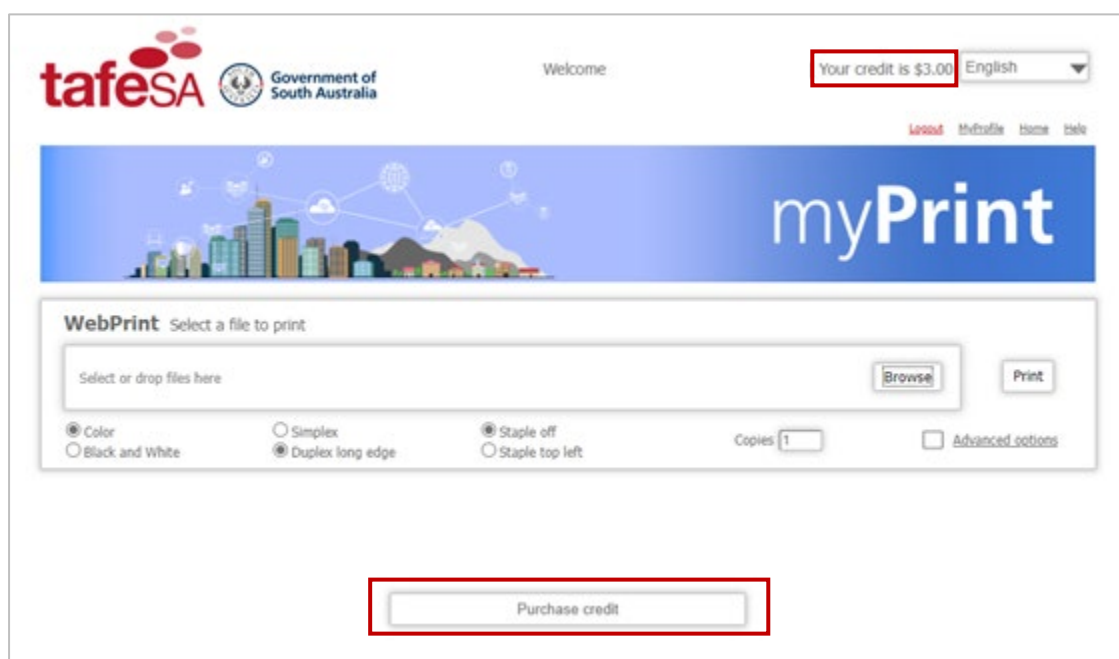
Important: The maximum credit you can have on your account is \$50. We are unable to provide a refund of printing credits when you finish at TAFE SA.

In this Guide:

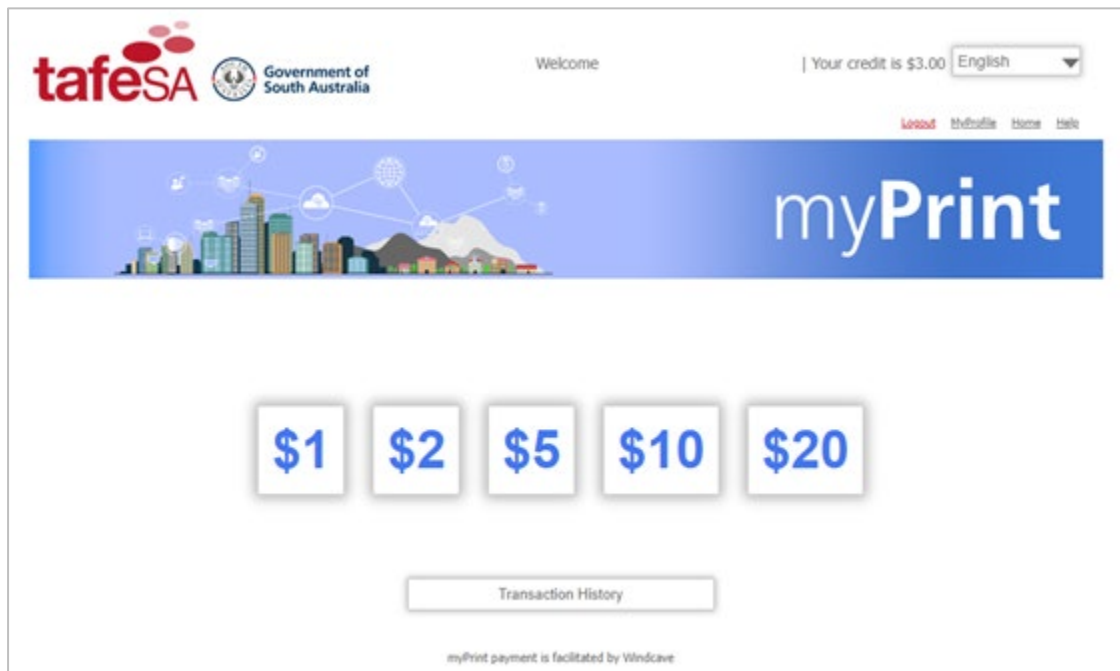
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Purchase credits

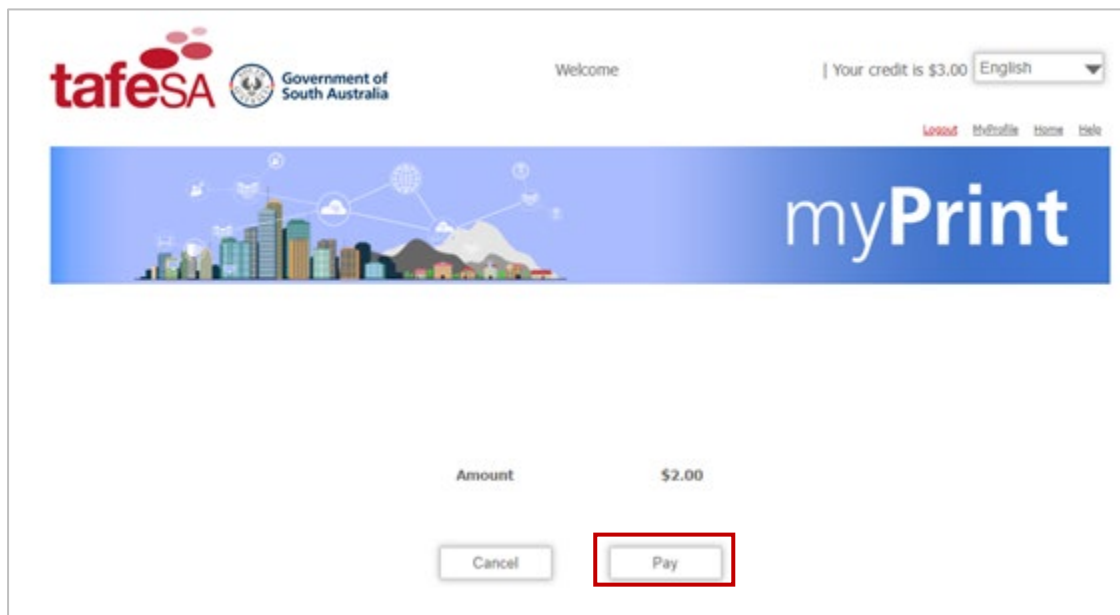
1. While on a TAFE SA student computer, visit <https://myprint.tafesa.edu.au>.
2. Enter your TAFE SA student email address and password and select **Login**.
3. On the home screen you can view your current credit in the top right corner. To purchase credit, select **Purchase credit**.



4. Select the amount you'd like to purchase. The maximum credit you can have at any one time is \$50.



5. Select **Pay**.



6. On the payment page, enter in your credit card details (Visa or Mastercard debit/credit) and select **Submit**.

Payment Checkout

Amount: \$2.00 (AUD)


Credit Card Payment

Card Number:*

Name On Card:*

Expiry Date:* MM YY



CVC: What is this?



[Privacy Policy](#)

7. After payment, you will return to the home screen with a successful payment notice and a confirmation email will be sent to your TAFE SA email address.

Purchase confirmation TAFE SA myPrint

 no-reply@tafesa.edu.au
To:  joe.bloggs@student.tafesa.edu.au

Dear

Thank you for your order.
The credit of \$1.00 is automatically credited to your TAFE SA myPrint account.
We advise you to check this purchase and keep this e-mail in a safe place.

Best Regards,
TAFE SA myPrint

ORDER OVERVIEW

Article: print credit
Purchase date/time: 9/02/2022 11:05:36 AM
Account:
Amount: \$1.00
Transaction costs: \$0.00
Total amount: \$1.00
Tax: 0% \$0.00
Payment method: Windcave
TAFE SA myPrint portal: <https://myprint.tafesa.edu.au/RicohmyPrint/>

Name: Tafe SA
Address: 137 Days Road
Postalcode: 5010
City: Regency Park

View transaction history

1. From the homepage, select **Purchase Credit** and then **Transaction History**.
2. Transactions showing Paid with a dollar amount are completed charges from your Credit Card.

Transaction History

Created	Order Number	Type	State	Amount	Cost	Paid	Comment
9/02/2022 2:56:49 PM	00000000	Buy print credit	Open	\$2.00	\$0.00		Windcave
9/02/2022 11:32:13 AM	00000000	Buy print credit	Open	\$2.00	\$0.00		Windcave
9/02/2022 11:05:16 AM	00000000	Buy print credit	Paid	\$1.00	\$0.00	\$1.00	Windcave