HOW TO GUIDE

Purchase Printing Credits

Printing facilities are available at all TAFE SA libraries and hubs. You'll have $10 added to your account when you enrol. This guide will show you how to purchase additional printing credit.

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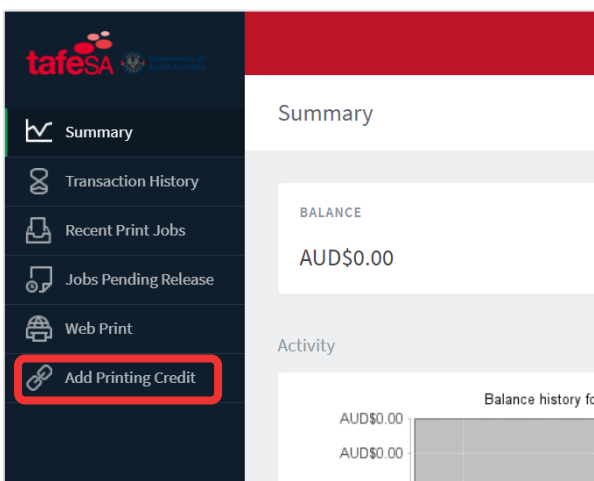
In this guide

Purchase Credits

You must be on a TAFE SA campus and using a TAFE SA computer to add printer credits.

1. Click on the **add printer credit** icon on the desktop of any TAFE SA computer.

2. The Summary screen will load. To purchase credit, select **Add Printing Credit**.

3. Enter your password and select **sign in**. This is the password you used to log on to the TAFE SA computer.

4. Select a top up amount from the drop-down box, or select 'other' and enter the amount you would like to add. Select **continue**.

5. Enter contact details for the payment receipt and select **continue.**

6. Enter your credit card details and select **continue**. Make sure you don't save your credit card details on the computer if prompted.

Card Details

Please enter your card details below to complete your account top-up.

Name on Card *

Card Number *

Expiry Month *   Expiry Year *   Security Code *

← Previous   Continue

7. After payment you will be shown a payment success message. A receipt will also be emailed to the address you provided.

Payment Success

Your payment has completed and your balance has been successfully updated.

View your balance and transaction history

You must be on a TAFE SA campus and using a TAFE SA computer to add printer credits and view your balance.

1. Click on the add printer credit icon on the desktop of any TAFE SA computer. On the summary screen you can view your:
- o   current credit
- o   past print jobs
- o   balance history
- o   the environmental impact of your printing.
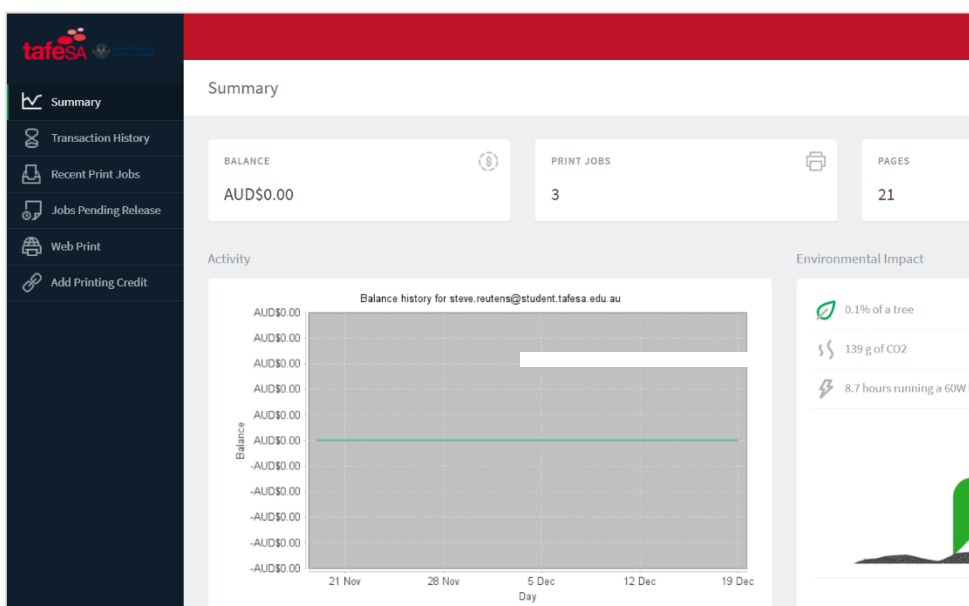
2. Select **transaction history** to view your past transactions. You can find information about past transaction dates, amounts, balances after the transaction and the transaction type. Transactions showing 'account recharge' in the comment section are completed recharges.
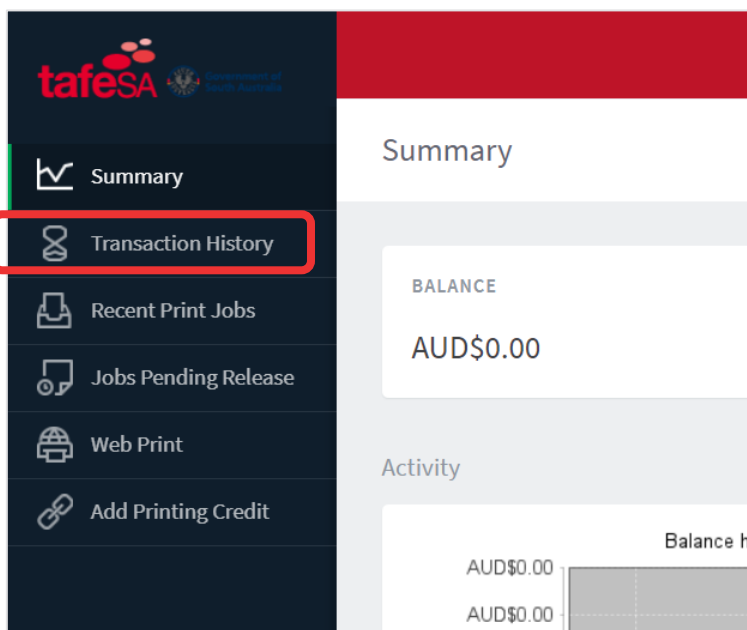
3. You can export or print a transaction history summary by pressing on the buttons below the table.
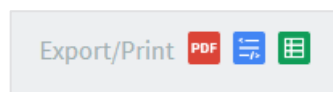
Getting help

Get in touch with our Student Hub or Library staff if you need help.