

# Managing Your Student Printing Funds at UMSL

Below are the instructions on how to:

- View your printing history and check the balance on your account(s)
- Add credit to a personal account

## View Print History and Check Account Balance

1. Login to <http://umsl.edu/go/mytritonprint>.
2. **Your MoCodes** - This tab displays all of your MoCodes\*. You can see how much money has been used from the account and its remaining balance (if applicable). You will need your MoCode for the User Report page, so note the MoCode, or copy it.

MoCode	Description	Quota	Used	Remaining	Expiration	Contact
SAX35	PHAROS STUDENT PRINTING	\$ 30.00	\$0.00	\$30.00		<a href="mailto:ic@umsl.edu">ic@umsl.edu</a>
SCRDT	PERSONAL CREDIT CARD FUNDS	\$ 5.00	\$3.21	\$1.79		<a href="#">Printing Services</a>

3. **User Reports** - View the history of what you have printed and the costs associated with each print job. Select this tab and type or paste your MoCode in the MoCode box. Select a Begin and End date for your report.

MoCode	Begin Date	End Date	Type	Summary
SAX35	08/17/2014	08/21/2014	Print	

Summary: 3 total pages for \$0.16 on 3 transactions.

TimeStamp	MoCode	Type	B/W	Color	Total	Charge	Printer	FileName
08/21/2014 01:31:10 PM	SAX35	Print	0	1	1	\$0.10	ESH-400-CQ8900	View Print Jobs in a Secure Release Queue
08/20/2014 03:36:49 PM	SAX35	Print	1	0	1	\$0.03	ESH-400-CQ8900	Microsoft Word - managing-your-print-account.docx
08/19/2014 12:50:42 PM	SAX35	Print	1	0	1	\$0.03	ESH-400-CQ8870	Microsoft Word - software tool-how chairs access employee-student info.docx

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- Click **Submit**. The **Summary** indicates total cost and number of pages printed for the date range you selected.

### Add Credit to a Personal Account

If you have exhausted the balance on your student print quota MoCode (SAX35), and you are currently enrolled in a course, you can establish a MoCode with funds that you have charged to your personal credit card. *If you do not have a credit card, you can go to the Cashier's Office, 285 MSC, and use cash or a debit card to put credit on your account.* The minimum amount of credit you can put on your account is \$5.00. Your personal credit is non-refundable and stays available for your use until you are no longer active or eligible as a student (as of the Fall 2015 term, eligibility is until you are not enrolled in a course for three consecutive terms).

- Login to <http://umsl.edu/go/mytritonprint>.

- Credit Funds** - Click on this tab to add personal funds to your account. Under Credit Funds, select **Add Credit Funds**.



- Credit Amount to Add:**  - Select the amount of money you want to add to your account. Select from \$5 increments between \$5 and \$25.
- Click the **Proceed to Payment Gateway** button.
- Follow the instructions on the credit card information screen.

### Provide Credit Card Information

Please enter credit card information in the following fields, then click "Continue" button.  
NOTE: All fields are required.

For help, please click on the question mark next to a field.

Current Payment	
Account:	UMSL Online Pay
Payment Amount:	\$5.00
Effective Date:	06/09/2015

### Credit Card Information

Cardholder's Name:  [Virtual Keypad](#)

Card Type:

Credit Card Number:

CW2 Code:  ?

Expiration Date:  /

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- You will receive the message below confirming a successful addition of funds to your account.

### Success!

Your credit card transaction to add \$5.00 to your print account was **successfully processed** at 07/13/2015 09:15:49 AM. Your confirmation code is: [REDACTED].

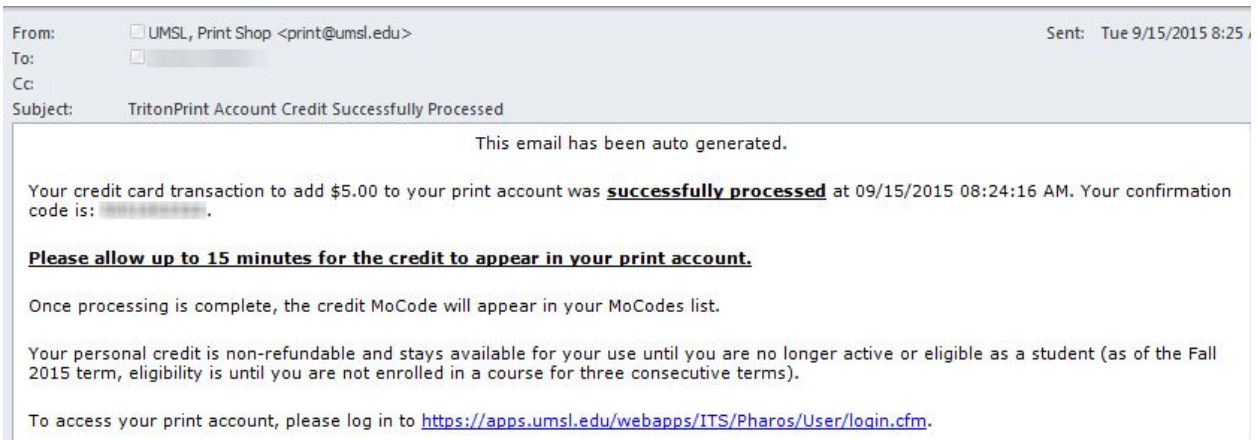
**Please allow up to 15 minutes for the credit to appear in your print account.**

Once processing is complete, the credit MoCode will appear in [your MoCodes](#).

A confirmation receipt has been emailed to [REDACTED].

To view your transaction history, navigate to [credit transaction history](#).

- Allow at least 15 minutes for the credit to appear in your print account. You will receive email confirmation of the transaction.



- You can verify that you added funds by selecting the Credit Funds tab, then selecting **Credit Transaction History**.



### My TritonPrint : Credit Card Transaction History

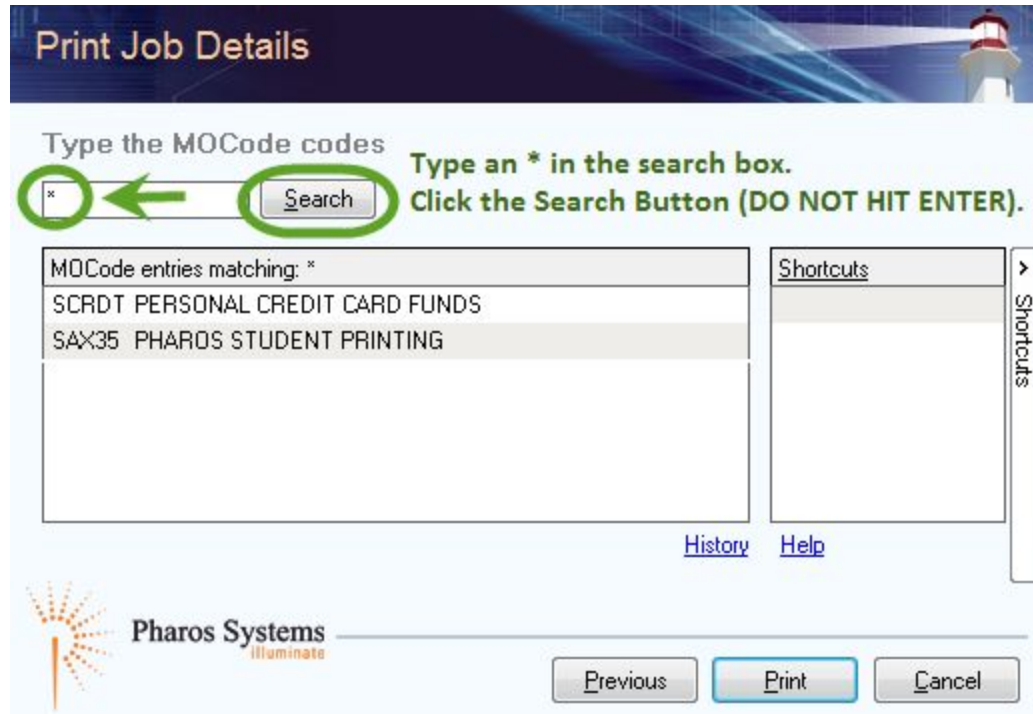
Listed below is your credit card transaction history for prints.

Status	Initiated Timestamp	Final Timestamp	Card	Amount	Confirmation Code
PROCESSED	2015/07/13 09:06:13 AM	2015/07/13 09:07:55 AM	VISA	\$5.00	[REDACTED]
PROCESSED	2015/06/09 08:32:33 AM	2015/06/09 08:33:39 AM	VISA	\$5.00	[REDACTED]
PROCESSED	2014/12/03 02:33:13 PM	2014/12/03 02:33:48 PM	VISA	\$5.00	[REDACTED]

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9. The MoCode for your account will be **SCRDT**. To verify your balance, click the **Your MoCodes** tab. You should see MoCode SCRDT listed with a Quota and Remaining amount.

**NOTE:** The next time you print, you will need to **type an \*** (asterisk) in the **Search box** on the Print Job Details page to see all of your available MoCodes. See screen shot below.



**Print Job Details**

Type the MOCode codes

Type an \* in the search box.  
Click the Search Button (DO NOT HIT ENTER).

\* Search

MOCode entries matching: *	Shortcuts
SCRDT PERSONAL CREDIT CARD FUNDS	
SAX35 PHARDS STUDENT PRINTING	

[History](#) [Help](#)

Pharos Systems  
illuminate

Previous Print Cancel

You can add funds to your account as often as you like.

### \*MoCodes:

**SAX35** is assigned to all enrolled students

**SCRDT** is associated with funds you put on a personal credit card

**Sxxxx** You may have access to other MoCodes if you are employed at the university and have been granted printing access for the department for which you work. Departmental MoCode usage is monitored by the department. Utilization of the department's MoCode is based on their printing policy.