Updating Stored BluePrint Password (Windows)

To update BluePrint stored password after changing your NetID password and to be able to print with PaperCut again, follow the instructions found below:

Information

PaperCut printers, also known as BluePrint queues, store your Yale NetID password in Credential Manager on your Windows computer to prevent logging into the PaperCut server each time you print at Yale SOM. After changing Yale NetID password, you will need to update the stored password for the PaperCut server to be able to print after the password change.

Indicators that this process should be completed are: applications freeze after attempting to print to an SOM PaperCut printer, PaperCut client is not displaying the correct amount of funds within your PaperCut account

Step-by-step guide

To update the PaperCut server password on your Windows machine:

1. Launch Credential Manager
   1. Click into the Windows search textbox on the taskbar and type "Credential" and Credential Manager auto-completes, tap the enter key to open:

   ![Credential Manager](image)

2. Click to select Windows Credentials from the top row of the table:

   ![Windows Credentials](image)

3. Click to expand the "paperc-..." credential and click Edit to update the stored password:

   ![Edit Credential](image)
4. Update the stored password in the password field with your current password and click **Save**.
5. Attempt to print a document to confirm that this resolved your printing problem.