Charging Print Jobs to a Shared Printing Account (COA)

Process for charging print jobs to a shared printing account/COA.

Information

Student Clubs, TA's, PhD and EMBA Students will need to use shared printing accounts to charge their printed documents to the program/faculty member the print job is for. Staff charge print jobs to department shared accounts and other programs/Faculty members as required by their job duties.

Staff/Faculty/Students must be added to Shared Printing Accounts in order to be able to print from them. This access is typically provided during intake for Staff/Faculty and Students are added to necessary program shared printing accounts when their NetIDs are created. If roles change (Students join a club or begin TAing for a Faculty member) or if it is found that a shared printing account was not provided as expected, email SOMIT@yale.edu with supervisor /club leader/Faculty support staff approval to request that you are added to new or missing shared printing accounts.

Step-by-step guide

To charge a print job to a shared account:

1. After submitting a print job, you should receive a prompt in a new window to select which account to charge the submitted print job to. Charging options should include: "Charge to my personal account" or "Charge to a shared account".

2. Click to select the "Charge to a shared account" option and select the appropriate shared account from the drop-down menu that the printing should be charged to.

3. Click Print.

   Note: The job can be cancelled at any PaperCut printer by:
   - Swiping Yale ID badge or manually signing in with NetID and password on the printer's screen, tap to select the document name, tap Cancel.
   - Alternatively, the job can be cancelled on the PaperCut web portal. Sign in with NetID and password, click Jobs pending release from the left-side menu, click to select the document to cancel, click Cancel under the "Action" column.
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