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"

   ![Print Job Notification](image)

   - Print job details:
     - Document name: Microsoft Word - Document1
     - Printer: paperc-prd-ps2|SCM|Print-Color
     - Pages: 1 (Grayscale) Cost: $0.10

   - Print job actions:
     - Charge to my personal account
     - Charge to 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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