**Tech FAQs**

# COMPUTER LOGIN

 Username: Your student email username

* firstnitiallastname# (e.g. rsmith2)
* You do NOT need to add the full email address ~~@students.columbiabasin.edu~~

 Password: Your email password

Remember to Log off:

Click the Windows sign, then your photo, then choose “Sign off”

# PRINTING

* Only **NetPrint Web Print** is available now on the Richland campus
* You can NOT click on ‘file”, “print”, and directly choose a printer
* You have to login to NetPrint and then upload a file to print

# EXPIRED PASSWORD

* Change it on a CBC computer when prompted
* New password needs to be complex enough and not the same as any previously used ones
	+ Write down your new password!!!
	+ This is your new password for Canvas, Wifi, and email!

# CONNECT TO WIFI

* Choose CBC-WIFI
* Do NOT choose the guest Wifi
* Username: CBC student email username only
* Password: student email password (same one as the login for Canvas; the new one you might have just created to replace an expired password 😊).

# NETPRINT

* <https://www.Columbiabasin.edu/netprint>
* Click on “NetPrint Accounts”
* Click on “Log in”
* Bookmark the login URL for quick access later <http://netprint.columbiabasin.edu:9191/app>
* Username: CBC student email username only
* Password: student email password
* PPT files need to be saved as PDF. Click print and choose the option **“Microsoft Print to PDF”.**
* Save the file as PDF in a location (e.g. Documents, or Downloads)
* Once in the NetPrint system, click on “**Web Print**” on the left side menu and then follow the directions to upload the file to the system to print. Click on the green buttons in each step.
* After the file has been sent to the print server, you will see “Rendering print job” message as it works.
* **Click “Held in a queue”**
* **Click “print”**

# Also Note:

* NetPrint black and white printers print Double -Sided only.
* Files more than 50 pages may have problem with uploading