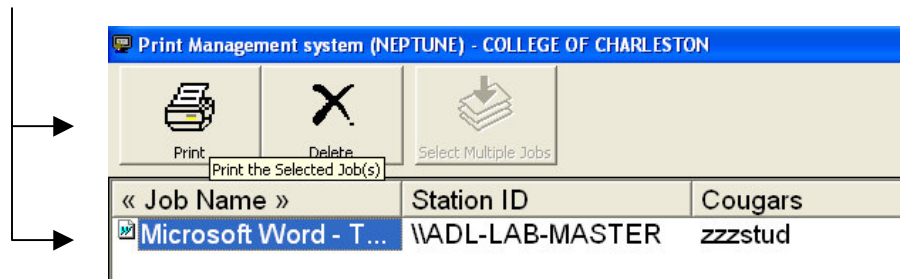


Using the print management system



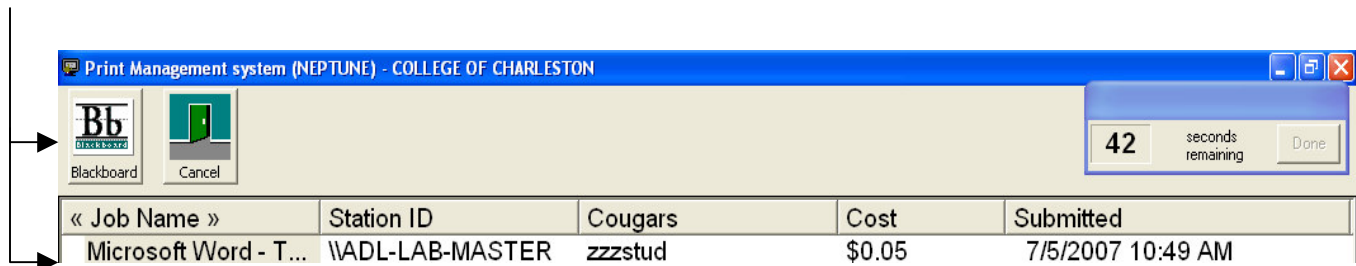
At the login screen, enter your edisto username (The portion before @edisto.cofc.edu) and your edisto password.

Click on the name of the job from the list, and then select print.

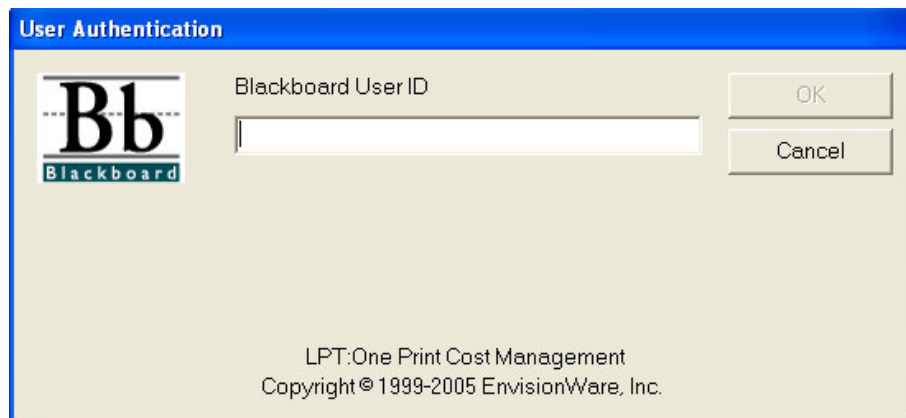


After you do this, you will get a box saying how much money you have left in your allocation account. If you want to use this to print your job, select yes and the amount for this job will be removed from your allocation account. If you choose no or do not have enough money in your allocation account to pay for it, you will be given the opportunity to use the money on your cougar card to pay for the print job.

From this screen, click on the name of the job you want to print, then click the button labeled blackboard



When you see the box below, simply swipe your cougar card in the card reader.



You can add money to your cougar card by using the vending machine located with the photocopiers or by visiting Cougar Card Services.