

PRINTING

STUCKEMAN SCHOOL

Architecture
Landscape Architecture
Graphic Design

Getting an Account and Releasing Print Jobs Remotely

Accounts for Stuckeman Studios and the Graphic Design Print Cave

In a browser, go to Penn State Service Now for access to the request form by using this link:



[Penn State Service Now](https://pennstate.service-now.com)

pennstate.service-now.com

You *might* need to log in before the website gives you the form page.

Log in to get help, report a problem, or make a request

Log in

After logging in, you should see the *Chargeback Agreement* page. (If not, simply enter the term "chargeback" in the search box.)

The screenshot shows the Penn State Service Now website. The header includes the Penn State logo and navigation links: Home, Service Status, Services, IT Staff, Get Help, Cart, and a user profile icon. The breadcrumb trail is: Home > Service Catalog > Desktop, Mobile Computing, and Printing >. The main content area is titled "College of Arts and Architecture Student Print Chargeback Agreement" and includes a "Delivery Time: 5 Days" indicator, an "Add to Cart" button, and an "Order Now" button. A search bar is visible in the top right.

Scroll down to fill out the request form and submit.

The screenshot shows the request form fields. The first field is labeled "*Requested by:" and has a text input box with an information icon. The second field is labeled "*Indicate Department/Major" and has five radio button options: Architecture, Landscape Architecture, Graphic Design, SALA, and School of Visual Arts.




Please Note:
It may take up to
5 days to fulfill this
request.

Once the request has been fulfilled, you will use your PSU account and password to release print jobs. There are no in-person forms that need to be signed anymore.

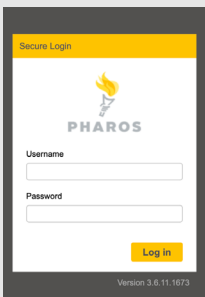
Releasing a Print Job

Your computer must either be connected to a PSU network or connected to the PSU VPN.

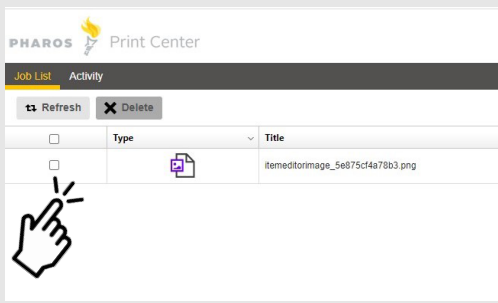
After connecting to the PSU VPN, open a new browser window and go here:

 [My Print Center](#)

Log in with your PSU user ID and password.



Select your print job. Verify all information is correct. (This includes printer, cost, and file.) Click: Print



Print Preview	Pages	Pieces of Paper	Submitted Date	Cost
N/A	1	1	24 seconds ago	\$0.49

 SALA_Pagewide HP, PageWide XL 5000PS MFP  [Print](#) 

Free Software for Penn State Students and Faculty



Microsoft Office 365

Microsoft Office 365 empowers you to create, collaborate, and innovate through a host of email, calendaring, and premier applications that can be accessed from anywhere in the world, at any time, on any device.



Adobe Creative Cloud

Through the full suite of Adobe CC products, you have access to a host of creative tools for digital imaging, design, web, and video, as well as online services including 20GB of storage.



Autodesk Suite

Students and educators can get free one-year educational access to Autodesk products and services, renewable as long as you remain eligible.



Vectorworks Designer

Requires students and faculty to create a free Vectorworks account using their PSU email address, as well as upload proof of status with student or faculty ID.



ArcGIS Desktop

Available through PSU WebApps. Also available for free download at: softwarestore.psu.edu/esri-license/-9528



PennState

College of Arts and Architecture

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