

Print Without My Student Card

Think before you print

Notre Dame has adopted a greener approach to printing. We ask all students to think before they print to minimise paper use. Please keep this in mind when using printers on campus. A recycle bin is located near a printer in each library and accommodation area for proper disposal of unwanted paper and printouts.

PIN and Printer Access

Every printer has a **SafeQ** Reader installed on the **front** of the printer. New student cards require re-activation before access to print services is granted. Re-activate your account through the [Think Print Admin](#) portal.

1. Sign into Think Print Admin using your University ID and password
2. A confirmation email sent to your University mailbox.

Access Printing without your ID Card

1. Press Login
2. Enter your **Student ID** number in the username box
3. Click OK
4. Enter your **windows account** password in the password box
Note: This is the same password you use to log onto campus computers and portals
5. Click **OK**
6. The printer will now load your details and come back to the menu screen
Note: If the menu screen does not show, please re-enter your login details

Please note that you may need to complete these steps on a different printer if the printer does not recognise your details.

If you receive the error message “Access Denied” please contact the IT Service Desk.

Please kindly contact your campus Service Desk if you require assistance.

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