

Scan this for video instructions



## Student Printing @ North Peace

[http://www.npss.prn.bc.ca/?page\\_id=1269](http://www.npss.prn.bc.ca/?page_id=1269)

To Print a document at NPSS do the following

In the program you want to print from select *File > Print*

Select the PDF Printer called CutePDF Writer > click *Print*

This will ask you where to save the PDF copy of your document. Students should save their PDF somewhere in their H: . Remember where you save it and what you saved it as.

In a web browser go to the address below

**[Nprouter.sd60.prn.bc.ca:9191/app](http://Nprouter.sd60.prn.bc.ca:9191/app)**

Login with your District Wide Login account (same as you use to login to Windows)

Click on *Web Print* in the left hand menu

Click on the *Submit a Job >>*

Use the radio button to select your printer

Click on the *2. Print Options and Account Selection >>*

Click on the *3. Upload Document >>*

Click on the *Choose File* button and select your PDF document

Click on *Upload & Complete >>* which will submit your job for printing

Click on *Log Out* in the left hand menu if you are done printing

Pick up your print job!

Please check with your teachers on electronic options for submitting your assignments.

