1) In the Print Dialogue menu, select “Send to iPrint” as your printer. This option is preinstalled on all University-provided computers. Click “Print” to be taken to the iPrint website.

2) Login with your VU username and password. If this is your first time using iPrint, you may have to answer some registration questions.

3) Enter the number of copies to order in the Quantity field. Optionally, choose a 1-Click Print Option.
4) In the “Select a Shipping Method” dropdown window, choose where your office is located.

5) Select a Payment Type. If you are using your Print Allowance or charging your Wildcard, select your University ID number from the dropdown menu. If you are charging your order to your index account, enter your index number in the Budget Index account field. Click “Place Order.”

6) Click “Place Order” to confirm.