Printing to FacultyStaffSecure

Step 1: User selects FacultyStaffSecure from the printing section of their application.

Note: If FacultyStaffSecure is not present in the drop-down menu, try re-downloading the driver. If still not present after re-downloading the driver please call the DoIT Help Desk.

For comprehensive instructions on driver navigation and installation please visit: https://doit.creighton.edu/computing-printing-services/blueprint/blueprint-drivers
Printing to FacultyStaffSecure

Step 2: Click Print
Step 3: You will be prompted to enter your NET ID and password.

Note: If you have already entered your NET ID and password from previously sent print jobs, you will not be prompted to enter. If you log off, you will be asked to enter these again when printing.
Step 4: To retrieve your documents, you will need to log into the printer. This is done by tapping your Creighton ID on the printer pad.

OR

If you don’t have your ID Card, you also have the option to log into the printer with your NET ID and password. Tap anywhere on the screen to sign in with your NET ID and password.
Printing to FacultyStaffSecure

Example: Entering your NET ID and password after tapping the screen.

4A. Enter your NET ID, tap OK.

Enter your username

```
aa12345c
```

4B. Enter your password, tap OK.

Enter your password

```
******
```

[Keyboard layouts and OK buttons highlighted]
Step 5: After tapping your Creighton ID or logging in with your NET ID and password you will see the below screen with options to Print, Scan and Send, or use the Tutorial Function. You will select the Print Release icon to retrieve the documents you sent to the FacultyStaffSecure print server.
Step 6: At this point you have the following options:

- Delete a job(s)
- Print – to print the selected job(s)
- Print All – to print all documents in the jobs list
- Don’t forget to log out when finished