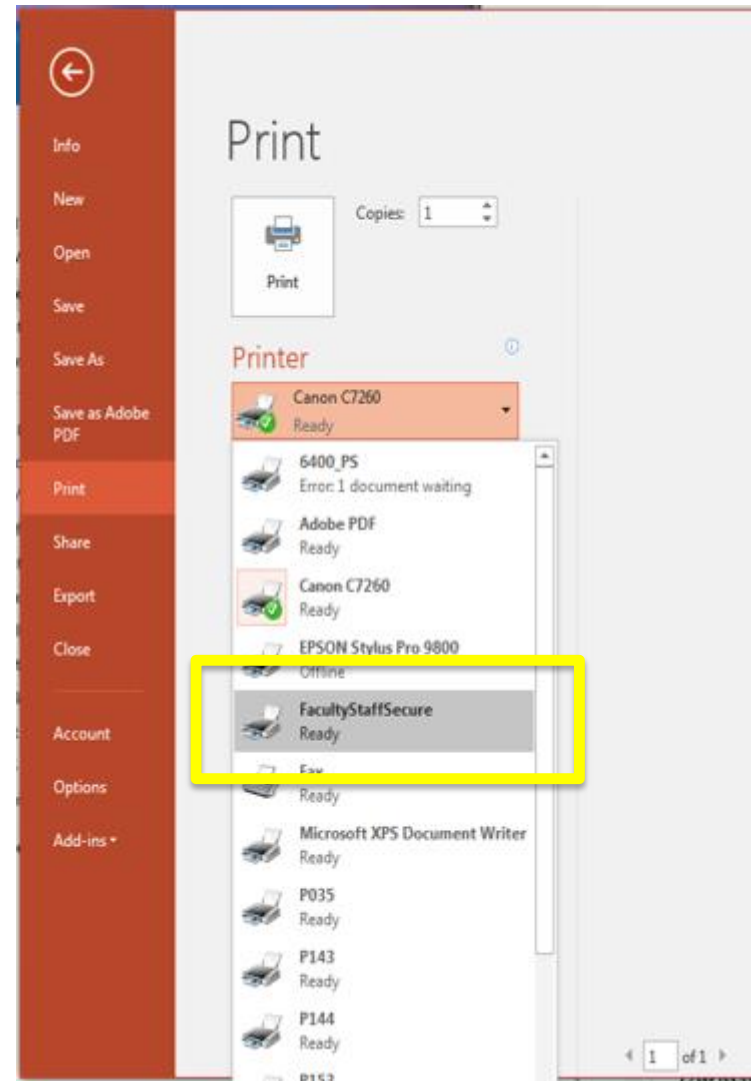


# Printing to FacultyStaffSecure

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

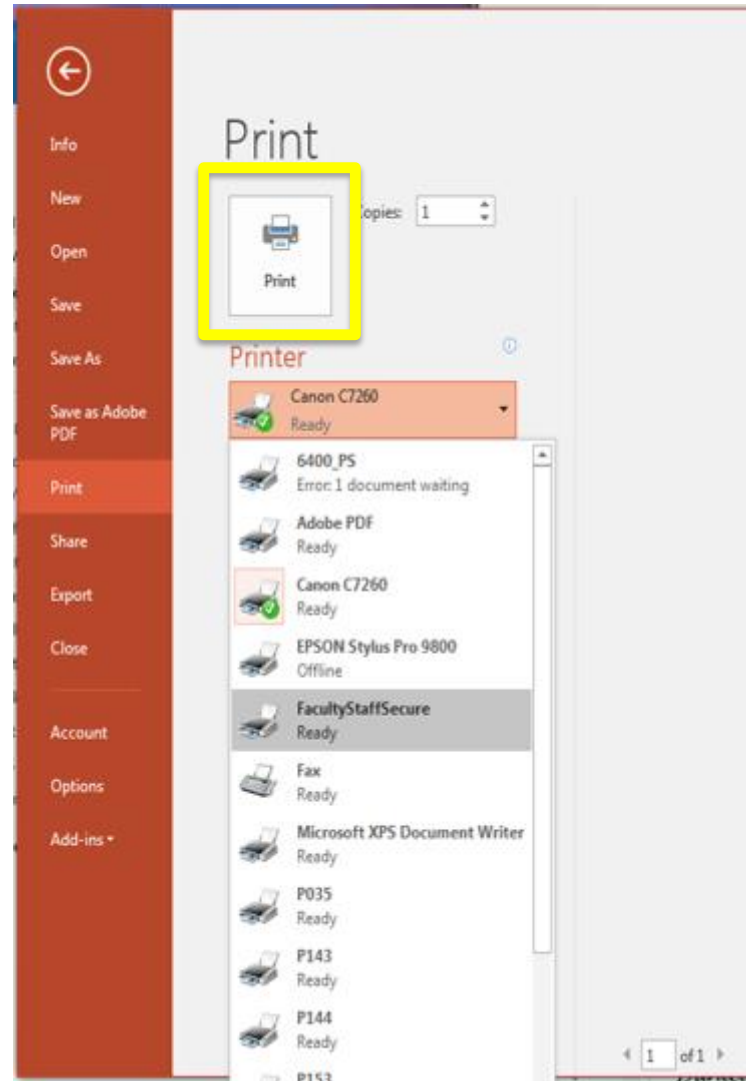
*Note: If FacultyStaffSecure is not present in the drop-down menu, try re-downloading the driver. If still not present after re-downloading the driver please call the DoIT Help Desk.*

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

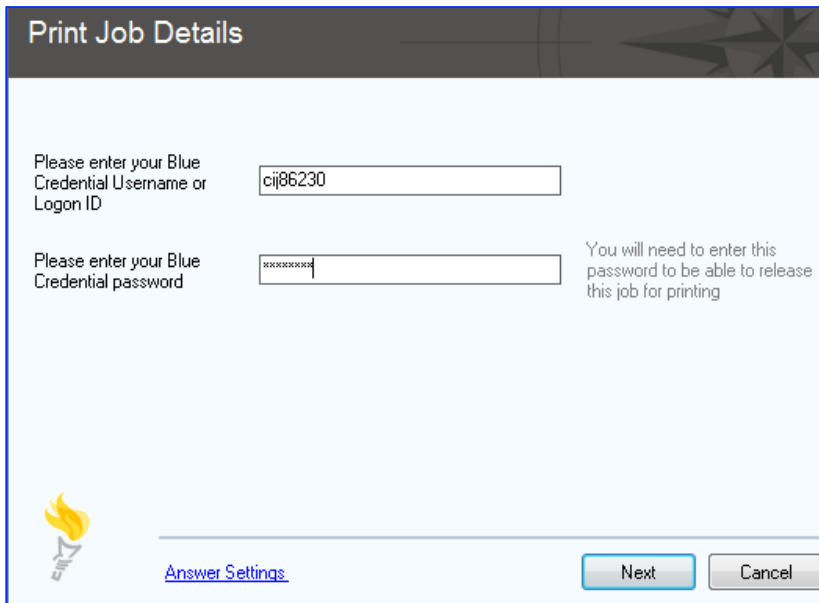


# Printing to FacultyStaffSecure

**Step 3:** You will be prompted to enter your NET ID and password.

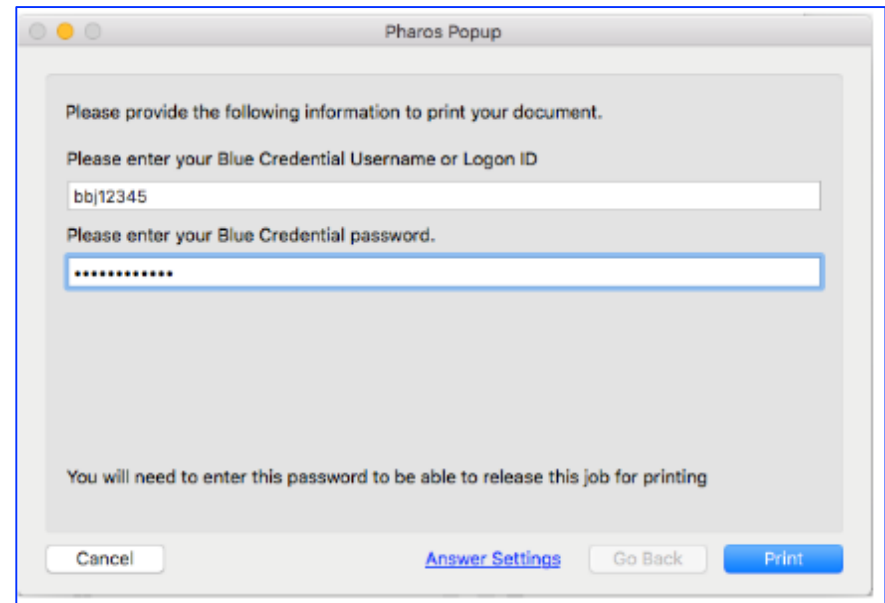
*Note: If you have already entered your NET ID and password from previously sent print jobs, you will not be prompted to enter. If you log off, you will be asked to enter these again when printing.*

## PC



The PC dialog box is titled "Print Job Details" and has a dark header. It contains two input fields: "Please enter your Blue Credential Username or Logon ID" with the value "cij06230" and "Please enter your Blue Credential password" with masked characters "xxxxxxxx". A note states: "You will need to enter this password to be able to release this job for printing". At the bottom, there is a "Next" button, a "Cancel" button, and a link for "Answer Settings". A small torch icon is visible in the bottom left corner.

## MAC



The MAC dialog box is titled "Pharos Popup" and has a light grey background. It contains two input fields: "Please enter your Blue Credential Username or Logon ID" with the value "bbj12345" and "Please enter your Blue Credential password" with masked characters "\*\*\*\*\*". A note states: "You will need to enter this password to be able to release this job for printing". At the bottom, there are buttons for "Cancel", "Answer Settings", "Go Back", and "Print".

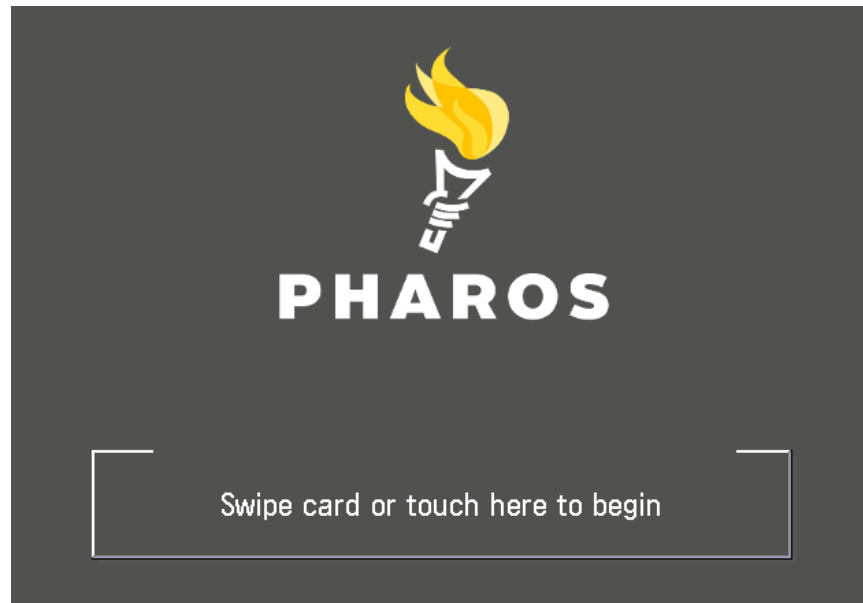
# Printing to FacultyStaffSecure



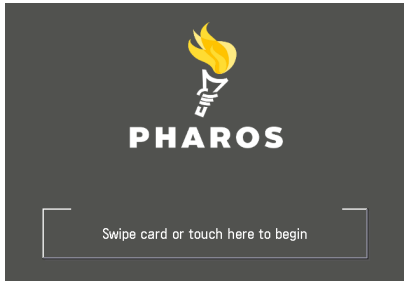
**Step 4:** To retrieve your documents, you will need to log into the printer. This is done by tapping your Creighton ID on the printer pad.

**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.




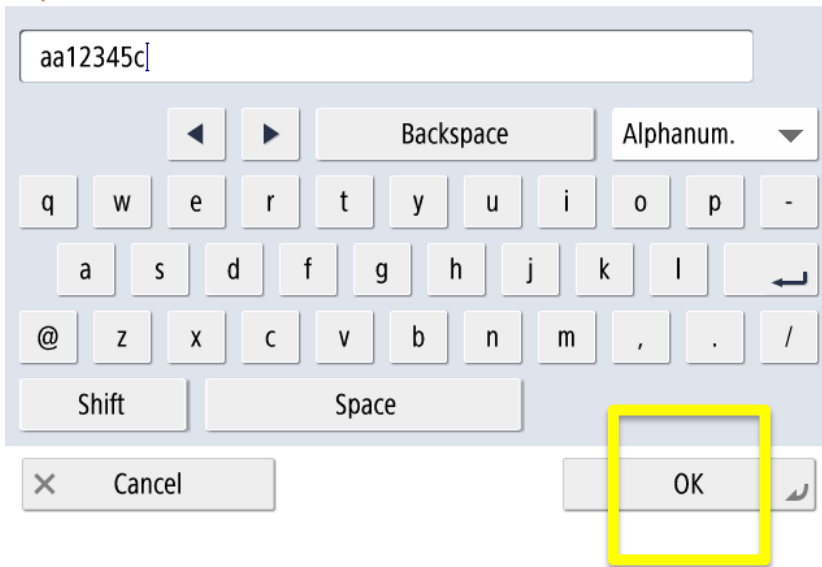
# Printing to FacultyStaffSecure



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

## 4A. Enter your NET ID, tap OK.

 Enter your username



aa12345c

Backspace Alphanum.

q w e r t y u i o p -


a s d f g h j k l ↵

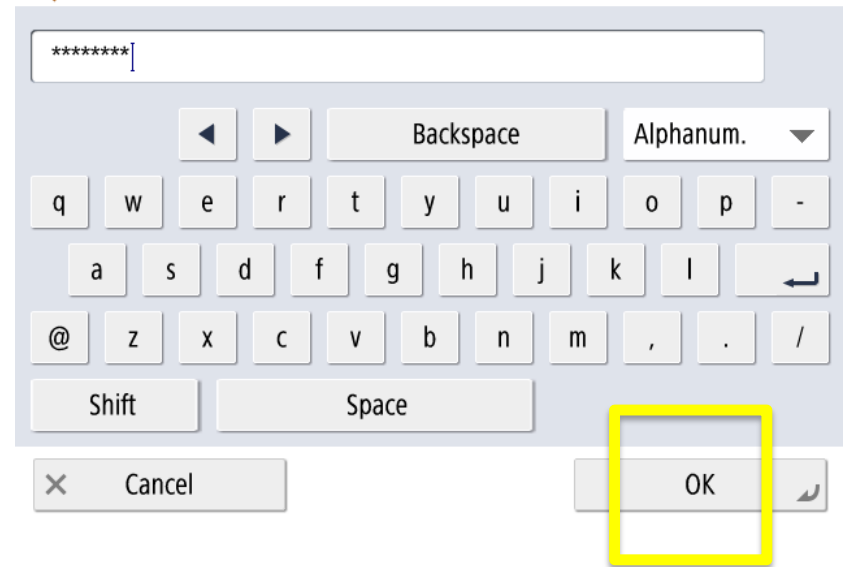
@ z x c v b n m , . /

Shift Space

× Cancel OK ↵

## 4B. Enter your password, tap OK.

 Enter your password



\*\*\*\*\*

Backspace Alphanum.

q w e r t y u i o p -

a s d f g h j k l ↵

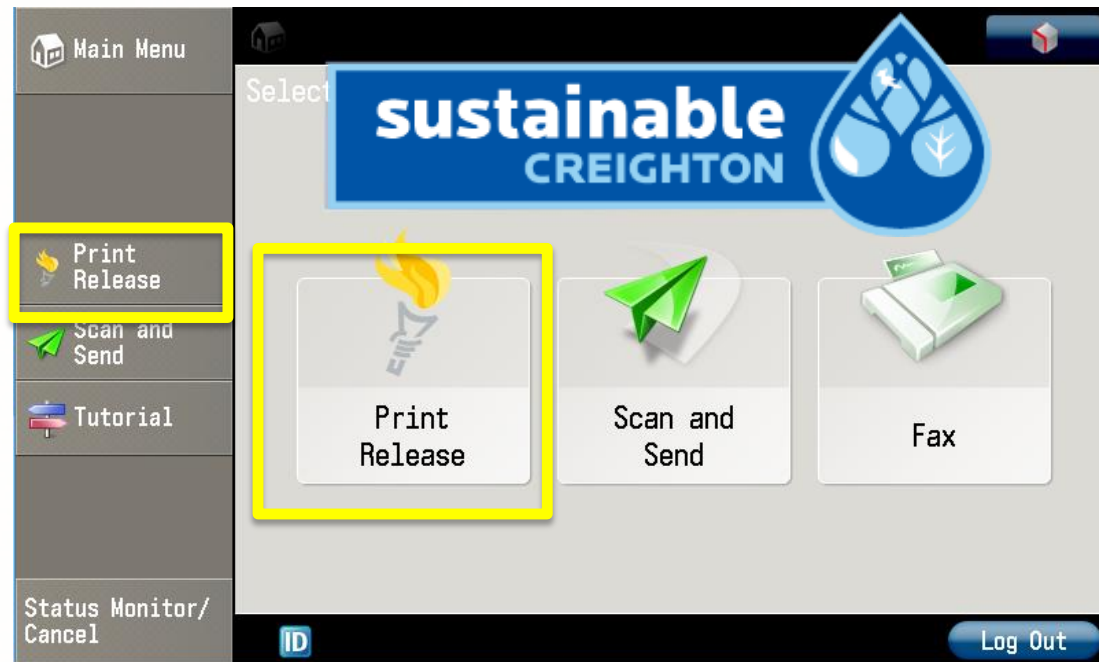
@ z x c v b n m , . /

Shift Space

× Cancel OK ↵

# Printing to FacultyStaffSecure

**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.



# Printing to FacultyStaffSecure

**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

