

Creating a New User Guest Account:

NOTE...Before you create an account you will need to purchase a LMC Print Card.

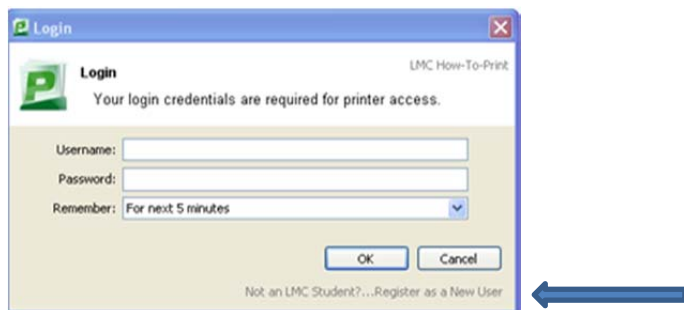
You can purchase a card from any of several convenient locations. These can be obtained at the cashiers' office or the One-Stop desk at Napier, front desks at the Bertrand Crossing, M-Tec and South Haven Campuses.

To create a new Guest Account...

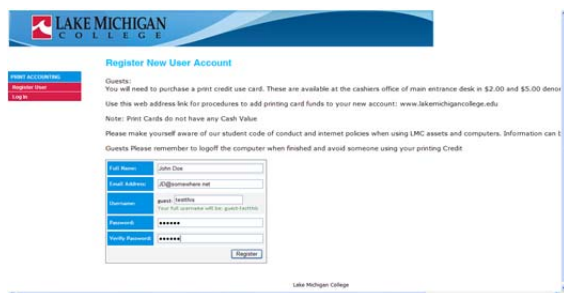
Step 1: Click on the "Details..." link in the PaperCut dialogue box usually located in the upper right hand corner of the monitor screen.



Step 2: In the Login dialogue box click "Not an LMC Student?...." link.



Step 3: Enter your Name and an email address in the appropriate boxes. In the user name box enter a name which is unique and easy to remember (guest- is a default set by LMC and is part of your user name). Create and enter a unique password that will be easy to remember and enter it once more for verification and click "Register".



NOTE... We suggest you write down your user name and password and store it in a safe place: LMC does not have access to these accounts and will be unable to reset your account if you lose your login information.

Step 4: You are now a registered user and will need to add funds to your new account in order to print. Please follow the tutorial "**Adding funds to your Printing Account**" by clicking the "**LMC How-To-Print**" link in the PaperCut dialogue box (usually located in the upper right hand corner of the monitor) or go to www.lakemichigancollege.edu/papercut for more information.