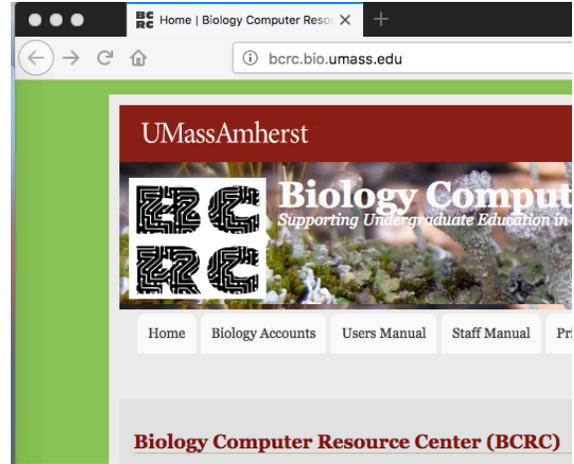


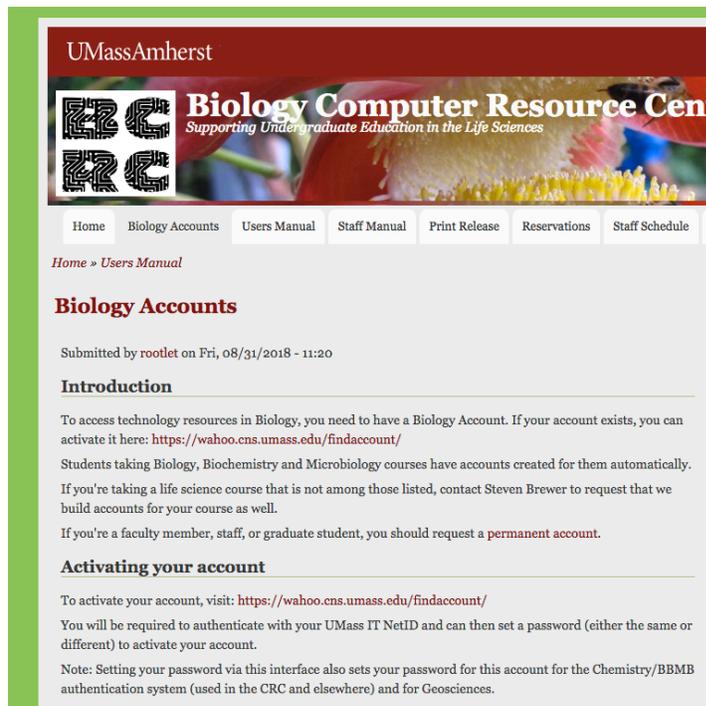
# Printing in Biology ISB space

First, authenticate your ISB Biology space account

Open Firefox, go to the home page ([brc.bio.umass.edu](http://brc.bio.umass.edu)), and find Biology Accounts, under the logo.



Find or Activate your account:



The first time you come to this page, choose authentication. You can use it later to change your password if you don't like it.

## Activate Account and Reset Password

Biology, Microbiology, Chemistry, BMB, and Geosciences are using a common system that will enable you to use your UMass NetID for accessing services in the BCRC, CRC, DML, and various computer classrooms in Morrill and the ISB. Here's what you need to do:

- To activate your Department account, you will need to [authenticate with your OIT NetID and Password](#).
- Visit these links for further [Biology documentation](#) and [Chemistry documentation](#).
- You can revisit this page at any time if you need to [reset your account password](#).

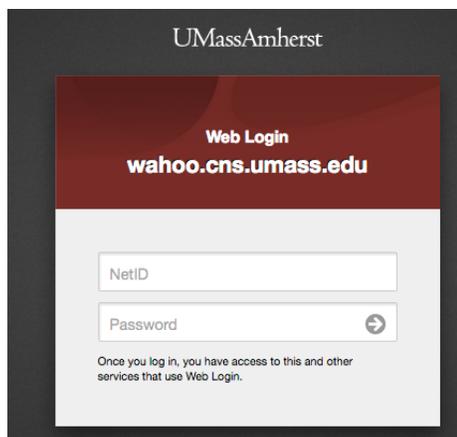
**Note:** There is no longer an "initial password". Until you set a password for your account, it will not work.

You must have "cookies" turned on in your web-browser in order to use this system to activate your account. Once you have activated your account, you can turn cookies off.

If you know that your NetID does not match your Biology or Geosciences username, you will need to [make arrangements with the technical staff](#) to be able to reset your password.

If you have questions about your UMass NetID, you can consult OIT's [extensive documentation](#) or contact the help desk.

This takes you to a UMass web login. Sign in as you do for all UMass IT tasks.



The UMass sign in will take you the Biology account activation page.

You may use the same password as you do for UMass if you wish.

#### Activate Biology, Microbiology, Chemistry, Biochemistry and Molecular Biology, and Geosciences Account and/or Reset Password

To activate your account or reset your password, enter your password below and confirm that you typed it correctly. Your new password must conform to the same [password rules](#) as your OIT password.

Username:   
New Password:   
Confirm New Password:

**Note:** This will **not** change the password of your UMass NetID.

To change the password for your UMass NetID, consult the [OIT Documentation](#).

The congratulations page makes it look as if you need to set a new password (again!?), but this is just there in case you suddenly decide you've chosen a bad password and want to redo it.

#### Activate Biology, Microbiology, Chemistry, Biochemistry and Molecular Biology, and Geosciences Account and/or Reset Password

##### Congrats!

You appear to have successfully set or changed the password for **kdorfman**. See below for details:

- Biology/Microbiology Password was reset -- You can find out about using your account [here](#).

If you did not set the password for a particular department (ie, Biology, Microbiology, Biochem/Chemistry, or Geosciences) -- and you were expecting to -- contact [isb-help@cns.umass.edu](mailto:isb-help@cns.umass.edu).

You can change your password again using the interface below or close this browser window or tab.

**Note:** The browser will remain logged in via pubcookie until you quit the web-browser. Make sure to quit the web-browser and/or log out of the computer before you walk away.

Username:   
New Password:   
Confirm New Password:

**Note:** This will **not** change the password of your UMass NetID.

To change the password for your UMass NetID, consult the [OIT Documentation](#).

## Now you are authorized to print

First, spend some time making the file look the way you want. It's hard enough to print without wasting time and effort printing something that looks ridiculous.

Warning: there are many steps to this process. Much frustration, heartbreak, and wasted paper can be avoided by mastering these steps now.

Select "print" from the file menu. *This does not send your job to the printer!*

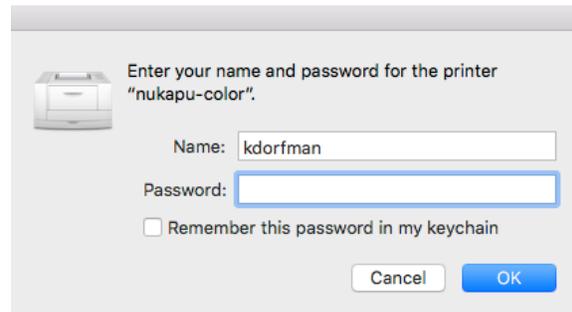
Notice the name of the printer, as this will tell you where to look for your printout. (The printers in ISB biology space are named after Pacific islands.)

Printer name	room
Nifiloli	264
Nupani	360
Nukapu	364
Ngawa	368

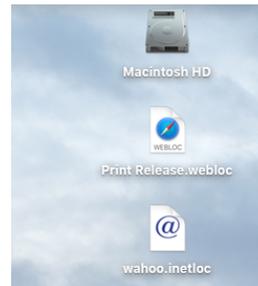
You may be able to get a menu that lets you change image quality by looking at your options under “copies and pages”.

Use the preview function to make sure you will be printing the right thing. Check which pages will be included.

Click print and sign in with your brcr user name and password. ***This does not send your job to the printer!***



Click the print release widget on the desktop using your brcr username and password.



This should open up the print queue page (<https://wahoo.cns.umass.edu/printrelease/>):

**Your wahoo print queue at 09:29am**

Job Number	Size	Queued	Pages
<input checked="" type="checkbox"/> nukapu-10089	10109952	Thu Jan 24 09:29:08 2019	6

Select All

So far you have printed **no** (i.e. you still have **300 pages**) free pages this semester. You know this resource is limited, right?

**Really Print Selected Jobs?**

**Cancel Selected Jobs**

**Refresh Queue**

**Log Out**

Release

Cancel

Refresh

Log out

( [manage](#) | [report](#) | [queue](#) ) ( [nifiloli](#) | [nupani](#) | [nukapu](#) | [ngawa](#) )

Refresh repeatedly until your job shows up. Check the box for your job and click “release”. (If you have made a mistake, this is a good time to cancel a job.) ***This does not send your job to the printer!***

After you release your job, you get a confirm release page. Click “really print”, and ***this will finally send your job to the printer!***

#### Confirm Print Release

You have selected the following jobs to print:

nukapu-10089

This totals 6 pages, and you are allowed to print 300 more pages from this account.

Really Print?  Print

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( [manage](#) | [report](#) | [queue](#) ) ( [nifiloli](#) | [nupani](#) | [nukapu](#) | [ngawa](#) )

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Print Release System

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