

USG PRINTING PORTAL LOGON

Students attending courses at USG:

1. Go to <https://shadygrove.umd.edu/usgprinting> and enter your USG Logon ID.
2. Select the "Transfers" link in the left navigation bar.



3. You will see your available credit and an area for you to enter the amount you would like to transfer, to whom (USG-Logon ID), and comment.

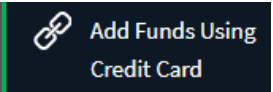
Transfers

A light gray form with the following fields: "Transfer from" with the value "Your name"; "Available credit" with the value "\$1.00"; "Amount" with a text input field containing "\$0.00"; "Transfer to user" with a text input field containing "SG797979"; and "Comment" with a text input field containing "You got it !". A green "Transfer" button is at the bottom right.

4. Click on "Transfer" button to complete the transfer funds.



ADD FUNDS TO ACCOUNT

1. Go to <https://shadygrove.umd.edu/usgprinting> and enter your USG Logon ID.
 2. Select the "Add Funds Using Credit Card" link in the left navigation bar.
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3. Choose your desired amount from the drop down list of "Amount to add" and click "Add value" button.*

Add credit using CyberSource Secure Acceptance

A light gray form with the following fields: "Username" with the value "Your Name"; "Current balance" with the value "\$1.00"; "Amount to add" with a dropdown menu showing "\$15.00"; and a green "Add value" button at the bottom right.

4. Fill the "Billing Information" and "Payment Details".
5. Click "Pay" to complete the transaction and add funds to you account.



NOTE: A cash-payment station is available at the Priddy Library's workroom. You must have a valid USG ID Card or know your Identity Number if you are a Guest.

*** ALL TRANSACTIONS ARE FINAL AND NO REFUNDS WILL BE PROCESSED.**

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Information Technology**

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