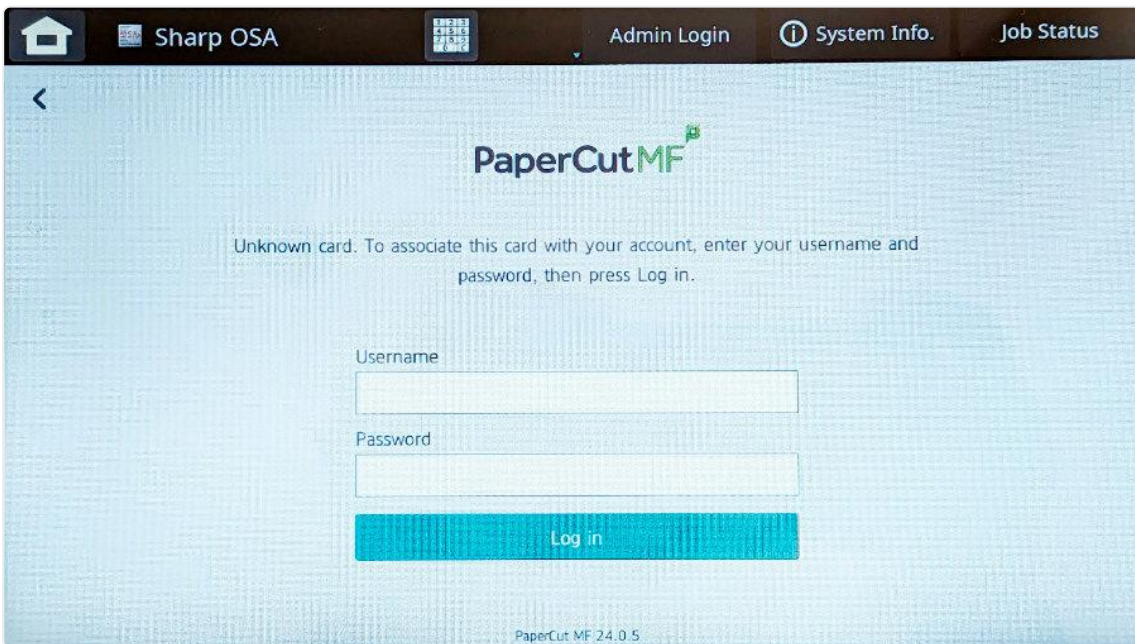


Associating your ID with copiers

To access the copiers on campus, faculty and staff must associate their ID card once. After associating, you can scan your ID to release prints, scan, and make copies.

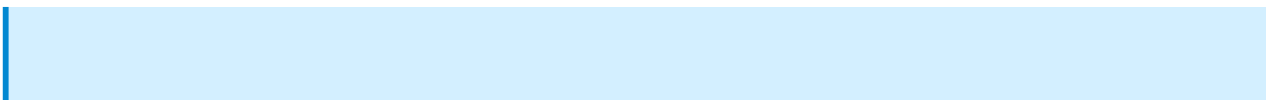
1. Scan your ID on the copier's card scanner.
 - a. This should prompt the following menu to appear on the screen:



The screenshot shows the PaperCut MF 24.0.5 interface. At the top, there is a navigation bar with icons for Home, Sharp OSA, and a QR code, along with links for Admin Login, System Info, and Job Status. The main area has a light blue background with the PaperCut MF logo. A message states: 'Unknown card. To associate this card with your account, enter your username and password, then press Log in.' Below this is a login form with two input fields: 'Username' and 'Password', and a blue 'Log in' button. The version 'PaperCut MF 24.0.5' is displayed at the bottom.

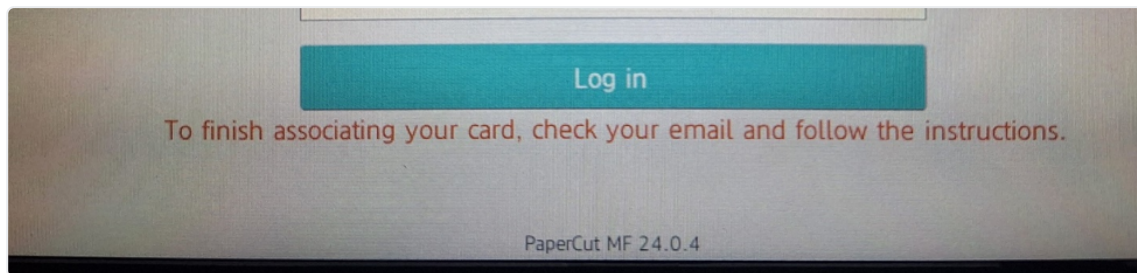
2. Enter the following credentials:

- **Username:** <College email address>
- **Password:** <College Microsoft account password>
 - For help, see [What is my Username and Password?](#)



Most copiers have a pull-out keyboard behind the display.

- After entering your credentials, you should see the following notification:



3. Follow the instructions emailed to you by **bac.noreply@brynathyn.edu**.

If you don't see the email, make sure you check your Junk Email folder.

Now that you have associated your card, you can scan or copy using the campus copiers.

Created 2026-07-02 10:53:44 EDT by Benjamin Evans
Updated 2026-07-02 11:14:27 EDT by Benjamin Evans