Using UAF printing will result in a charge to your PolarExpress (Bear Bucks Account) at the rate of $0.14 per page for black and white or $0.50 per page for color printing. If you need to add money to your PolarExpress (Bear Bucks Account), go to the Office of the Bursar, 1st Floor Signer’s Hall or call 474-7384. More information can be found at uaf.edu/finserv/bursar/polarexpress then click Bear Bucks.

How to Print at UAF

**Step 1: First Time Account Setup**
1. Go to the Print Release Station and swipe your PolarExpress** card.
2. Log in using your UA Username and Password.
3. Log out of the Print Release Station and proceed to Step 2.

**Step 2: Upload the Document to the Print Queue.**

**Option 1**
*Option 1 will only work on OIT and Library Terminals.*
1. Open your document on the computer.
2. Select File>Print.
3. Choose the printer that you would like to print from and press Print.
4. You will be prompted to log in. Enter your UA Username and Password and select Print.

**Option 2**
1. Log in to your Google Apps email account.
2. Upload the document that you want to print as an attachment and email it to print@alaska.edu for black and white or printcolor@alaska.edu for color documents. Your document will be automatically added to the Print Queue.

**Option 3**
1. Go to print.alaska.edu and log in with your UA username and Password.

2. Click on Upload a Document then select Browse.
3. Find the document that you want to print, select it and press Open.

**Step 3: Printing the Document from the Print Queue**

**Option 1**
1. Go to the printer or print release station at which you are going to print the document.
2. Log in at the printer or print release station.
   A. If you are in the Library, log in by swiping your PolarExpress** card at the print release station.
   B. If you are in the Nook swipe your PolarExpress card on the printer and log in using your UA Username and Password.
3. Select the Document that you want to print from the Job List, then select Print.

**Option 2**
1. Go to print.alaska.edu and log in using your UA Username and password.
2. Select the document from the Job List, then select the printer from the drop down at the bottom of the page and press Print. Your document will be printed at the selected printer.

**If you PolarExpress card is older than 4 years you may need to obtain a replacement card from the Office of the Bursar.**

If you are still having trouble printing, contact the OIT Support Center at the listed number below.

231 Bunnell 450-8300  102 Butrovich
UAF Main Campus  helpdesk@alaska.edu  UAF West Ridge