

ADDING MORE FUNDS FOR PRINTING & PLOTTING

The School of Architecture and Planning's (SA+P) print manager software, PaperCut, now allows you to acquire "PrePaid Cards", also known as "**TopUp Cards™**" so you can add funds to your printing credit. If your complimentary printing allowance provided by the SA+P is running low or at \$0, you can acquire a "TopUp Card" to increase funds in your printing account, using your Bear Necessity Card. **NOTE: Due to limited resources, the School of Architecture and Planning can no longer transfer the complimentary printing allowance from term to term after you deplete your account. PLEASE PRINT WISELY.**

FAQs:

How do I add funds to my Bear Necessity Card to acquire a TopUp Card?

In order to use your Bear Necessity Card in the Print Lab, you must have funds on your Retail Account. You have two ways to deposit funds to your Retail Account:

1. Deposit cash into a Morgan Value Terminal (MVT) located in the CBEIS Vending Area, Montebello Lobby and/or the University Student Center or
2. Transfer funds from your MSU Student Account or Limited General Account to your Retail Account through the Bursar's Office (Montebello A-124) or Bear Necessity Card Center (Montebello D-128), respectively.

The Bursar's Office will also consider verified financial aid that is scheduled to be applied to your account—to the extent the amount of financial aid will exceed your total bill. This consideration is limited to \$500.00 per semester. (Source: Bear Necessity Card Center)

Where do I acquire a TopUp Card?

Students will go to the Print Lab, CBEIS 111B, to acquire a TopUp Card during the hours of operation. The schedule is posted on the door.

How do I acquire a TopUp Card?

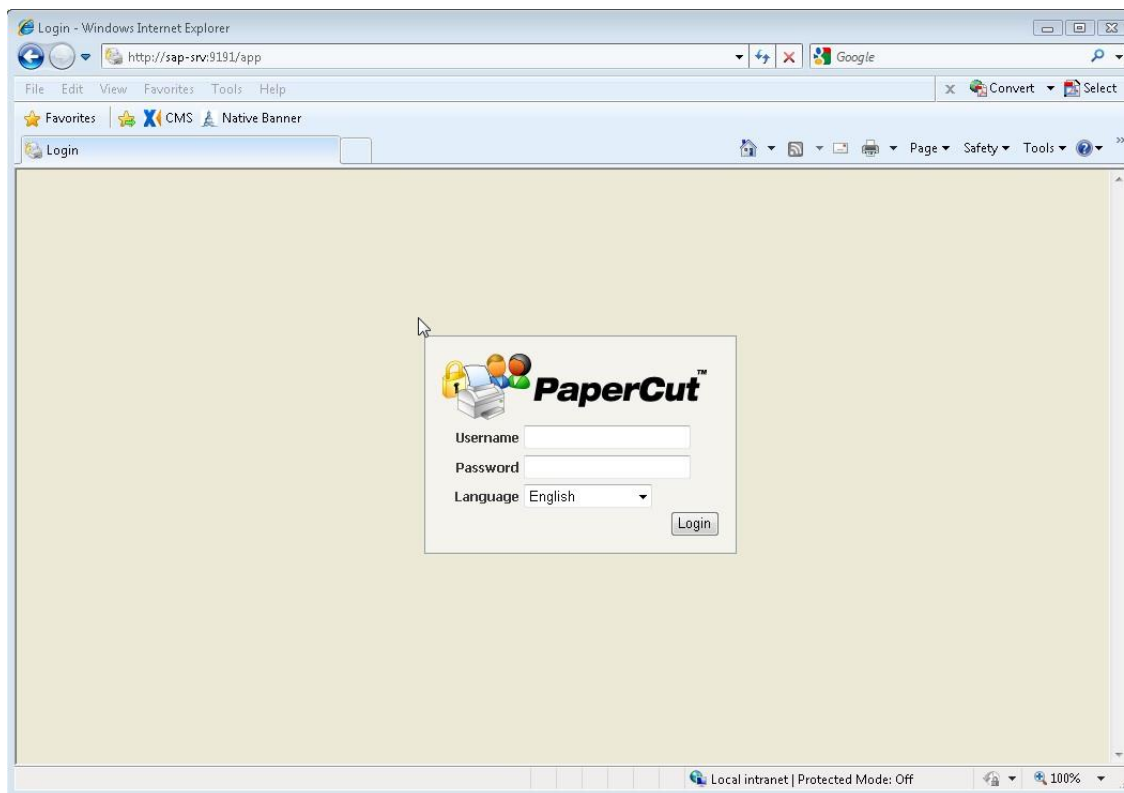
The IT Staff will swipe your Bear Necessity Card to check your retail account balance. If there are sufficient funds, you will proceed with purchasing a TopUp Card. You can purchase the TopUp Card in any of the three increments: \$5, \$10, or \$20. Subject to change.

Is there a limit on how much I can acquire?

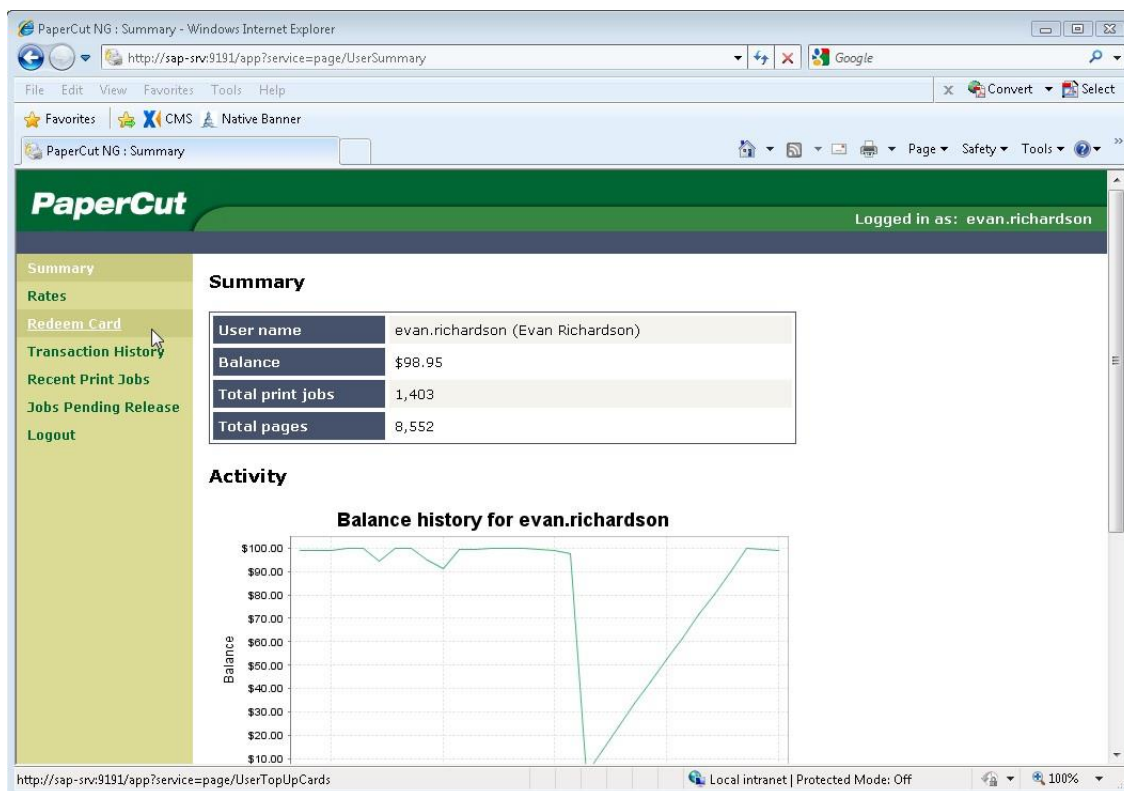
No. There is no limit to how many TopUp Cards you can acquire.

How does the TopUp Card work?

After receiving your TopUp Card, you go to Windows Internet Explorer (on campus only) and type: <http://sap-srv:9191> and the PaperCut login will appear. Type in your Morgan (email) username and password. Then, on the left toolbar, click "Redeem Card". At this point, you will type in the code that is on your TopUp Card (all characters including hyphenations). After you finish typing the code, select "Redeem Card". Your funds will be automatically added to your printing account. For guidance, see screen shots below:



PaperCut Login Page



View Balance and Redeem Card

Enter TopUp Card Code

Will the money I add to my account transfer from term to term?

Yes. If you added funds to your account by acquiring a TopUp Card, those funds will be transferred to the subsequent term. Note: Only the funds from your TopUp Card will transfer, not your comp printing credit.

If I graduate, change my major, or transfer, can I get funds transferred back to my Bear Necessity Card?

No. There are no refunds once you purchase a top-up card. All sales are final. Funds do not transfer over to the subsequent term.

Will the prices change for printing after I purchase a TopUp Card?

No. The prices will remain the same as the comp printing allowance. However, pricing and the comp printing allowance each term are subject to change. Click [here](#) for current prices.

What do my funds go to, I already pay Student Fees?

When you acquire a TopUp Card in the Print Lab, the funds will be transferred to the SA+P supplies account so we can continue to provide printing supplies and maintenance for our equipment. We recognize our students have special printing and plotting needs to be successful academically, and we want to make sure we provide the necessary resources.

For any assistance with this process, please contact the SA+P TECH SUPPORT at 443-885-4797 or saptechsupport@morgan.edu. Thank you.