

Adding Print Credit through PaperCut

- Visit <http://papercut.mlc-wels.edu/admin> from a machine on the Academic Network
- Login with your Student Worker Admin credentials
- Click on the **Users** tab near the top
- Type in the persons name/username in the *Quick find* box and then click once the username is entered
- On the resulting screen, find and the section, click on *adjust*
- On the next screen, enter the adjustment to apply and an appropriate comment about why it is being applied
- Click

You should now see a banners stating that the adjustment has been applied. The effect is immediate. Take note of who came and what amount was added so that Jill can enter it the following business dat.

Revision #1

Created 25 April 2025 20:57:04 by Rachel Feld

Updated 25 April 2025 20:57:16 by Rachel Feld