

Students who want to print, scan, or copy can do so from the large machine in the BUA Admission Office or at any of the [MyPrint locations](#) throughout campus.

Instructions/Options for Printing in the BUA Building

<p><i>Print from any device (via web upload)</i></p>	<ul style="list-style-type: none"> • Go to https://myprintweb.bu.edu/ • Log in with your credentials • Select 'Web Print' from left navigation menu • Click 'Submit a Job' and select 'terrierprint\MyPrintBW' • Click 'Upload Documents', select files, and click 'Upload & Complete' • Go to machine in the admission office → swipe your BUID or type in your BU credentials to release the job <p>Step-by-step instructions: MyPrint: Web Upload</p>
<p><i>Print from your own laptop (configure BUA printer on your device)</i></p>	<ul style="list-style-type: none"> • Follow instructions based on the type of device • Once configured, the MyPrintBW will be an option in the printer dropdown menu
<p><i>From workstation in admission office</i></p>	<ul style="list-style-type: none"> • Log into computer terminal with your credentials • Open file you wish to print; initiate print job (Ctrl+P or File > Print); MyPrintBW will be automatically selected in the printer dropdown menu • Go to the machine in the admission office → swipe your BUID or type in your BU credentials to release the job

FAQs about printing on campus are available on [BU TechWeb](#). Mr. Curran and I are also available to help should you need assistance or you can send questions/issues to ithelp@bu.edu.

As a reminder, BUA students are allocated 100 black-and-white sheets of paper per semester to be used for printing and copying on any of the [University's high-speed printers throughout campus](#) including the printer that's been relocated to the admission office for this year. Allocations will be reset each semester, and do not "roll over" from one semester to the next. Once a student's allocation has been exhausted, a per sheet charge will be billed to BUA. We recognize that the printing needs of various courses and for each family vary, therefore the school will work with individual students who are on track to print beyond the standard 100-sheet allocation. In extreme cases, BUA reserves the right to charge a family's Smart Tuition account if a student's printing use far exceeds a reasonable amount.