

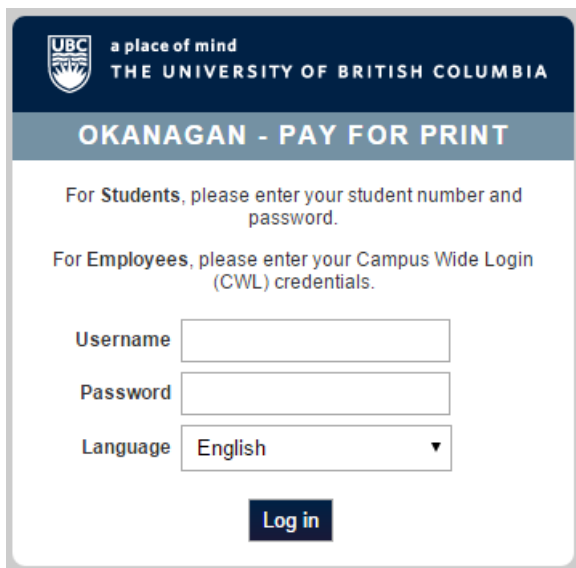
How do I set or change my Student Pay for Print Card/ID PIN?

Article Number: 333 | Last Updated: Tue, Apr 10, 2018 at 4:23 PM

The following article describes how to set or change your Student Pay for Print Card/ID PIN.

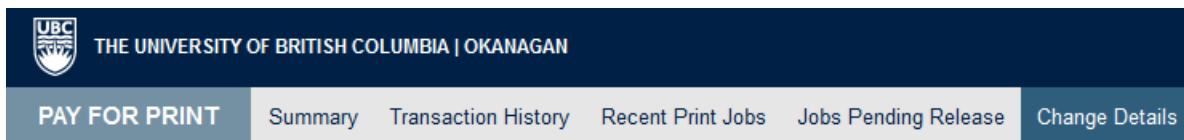
Instructions:

1. Login to the **Pay for Print** web page using your **Student Number** and Password (same as Workstation Login).



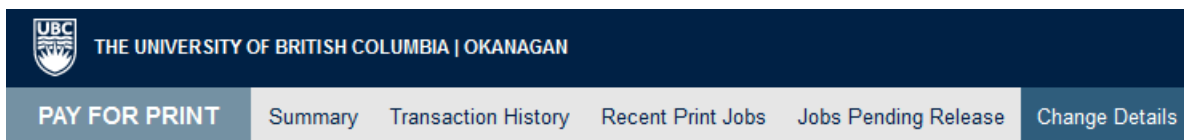
The screenshot shows the login page for the UBC Okanagan Pay for Print system. At the top, there is the UBC logo and the text "a place of mind THE UNIVERSITY OF BRITISH COLUMBIA". Below this is a header "OKANAGAN - PAY FOR PRINT". The main content area contains instructions: "For Students, please enter your student number and password." and "For Employees, please enter your Campus Wide Login (CWL) credentials." There are three input fields: "Username", "Password", and "Language" (a dropdown menu currently set to "English"). A "Log in" button is located at the bottom of the form.

2. Click on the **Change Details** link from the top menu.



The screenshot shows the top navigation menu of the UBC Okanagan Pay for Print system. The header includes the UBC logo and "THE UNIVERSITY OF BRITISH COLUMBIA | OKANAGAN". Below the header is a menu bar with the following items: "PAY FOR PRINT", "Summary", "Transaction History", "Recent Print Jobs", "Jobs Pending Release", and "Change Details". The "Change Details" link is highlighted.

3. Enter your **New Pin** twice, and click **Change PIN**.



This screenshot is identical to the previous one, showing the UBC Okanagan Pay for Print menu with the "Change Details" link highlighted.

Change Card/ID PIN



The screenshot shows the "Change Card/ID PIN" form. It has two input fields: "New PIN" and "Verify new PIN". A "Change PIN" button is located at the bottom right of the form.



Print balance getting low? See the following article on [how to add money to your Student UBCCard](#).



Now that I have funds on my UBCCard and have an updated Card/ID PIN, how do I print? See the following article on [how to print with Student Pay for Print](#).



For more information or assistance, please contact the [IT Services Helpdesk](#) - 250.807.9000 or 855.807.9001.

Posted by: Clay Pakenham - Thu, Aug 20, 2015 at 11:01 AM. This article has been viewed 3961 times.

Online URL: <https://knowit.ok.ubc.ca/article/how-do-i-set-or-change-my-student-pay-for-print-card-id-pin-333.html>