

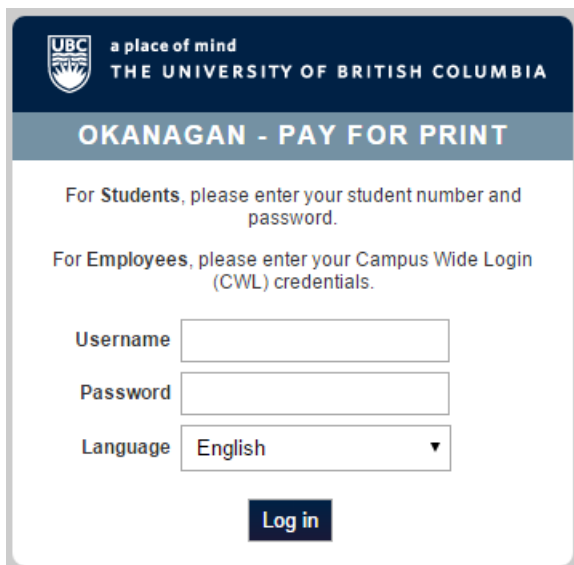
How do I set or change my Staff Pay for Print Card/ ID PIN?

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

Instructions:

1. **Login** to the **Pay for Print** web page (<https://payforprint.ok.ubc.ca>) using your **Employee CWL** and Password.



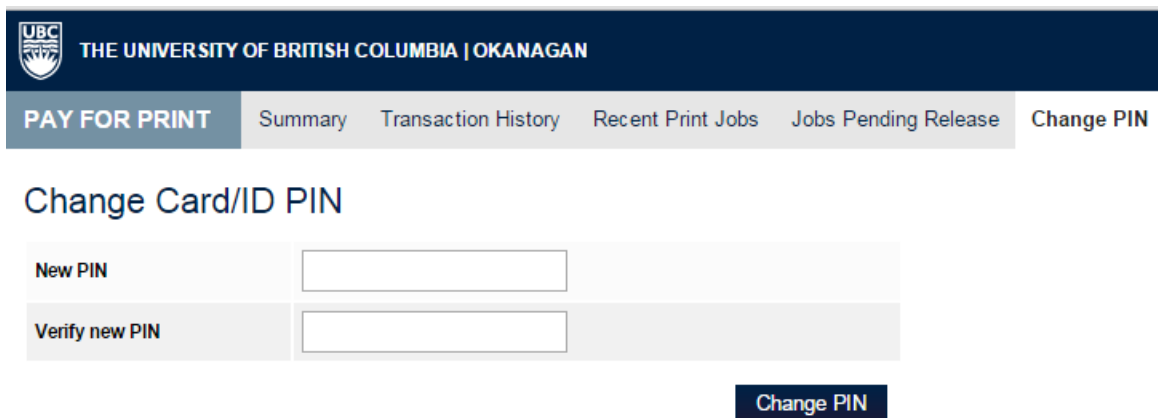
The screenshot shows the login page for the UBC Okanagan Pay for Print system. At the top, there is the UBC logo and the text "a place of mind THE UNIVERSITY OF BRITISH COLUMBIA". Below this is a header "OKANAGAN - PAY FOR PRINT". The page contains instructions for students and employees, followed by input fields for "Username", "Password", and a "Language" dropdown menu set to "English". A "Log in" button is located at the bottom of the form.

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



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

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



The screenshot shows the "Change Card/ID PIN" page. At the top, there is the UBC logo and the text "THE UNIVERSITY OF BRITISH COLUMBIA | OKANAGAN". Below this is a menu with the following items: "PAY FOR PRINT", "Summary", "Transaction History", "Recent Print Jobs", "Jobs Pending Release", and "Change PIN". The main heading is "Change Card/ID PIN". Below this are two input fields: "New PIN" and "Verify new PIN". A "Change PIN" button is located at the bottom of the form.

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

Posted by: Jill MacKenzie - Tue, Oct 6, 2015 at 3:28 PM. This article has been viewed 2128 times.

Online URL: <https://knowit.ok.ubc.ca/article/how-do-i-set-or-change-my-staff-pay-for-print-card-id-pin-352.html>