

NETPRINT

- <https://www.Columbiabasin.edu/netprint>
- Click on the login URL at the top
<http://netprint.columbiabasin.edu:9191/app>
- Username: CBC student email username only
- Password: student email password
- PPT files need to be saved as PDF. Click print and choose the option **“Microsoft Print to PDF”**.
- Save the file as PDF in a location (e.g. Documents, or Downloads)
- Once in the NetPrint system, click on **“Web Print”** on the left side menu and then follow the directions to upload the file to the system to print. Click on the green buttons in each step.
- After the file has been sent to the print server, you will see **“Rendering job”** message, then
- **Click “Held in a queue”**
- **Click “print”**