WALTER SISULU UNIVERSITY

USER GUIDE FOR

Online Self Service Student Printing Platform





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www.wsu.ac.za www.wsu.ac.za

Login & Registration

- To access the Print Portal, you will need to open https://print.wsu.ac.za
- The below screen will be displayed.
- Login in if you have an existing profile which is linked to your WSU email address, your email address will be your username and the password is your unique password that you created which must be above 8 characters.
- If you need to self-register, you will click the **Register Account**, complete the online form and create your personal password (Please note that the password is not your printer pin code)
- If you have forgotten your password, click on **Forgot Password**, enter your WSU email address as the username. You will receive an email with instructions on how to reset your password.

1	2	3
Walter Sisulu University	Welcome Please register your account below.	:WSU
In pursuit of excellence	First Name(s)	In pursuit of excellence
WALTER SISULU UNIVERSITY	Surname	WALTER SISULU
Welcome back, Please sign in to your account below.	Do you have a student number or staff username?	
Username	Student Number / Staff Username	Use the form below to recover it.
Password	Email Address	Username
LOGIN	Password	RESET PASSWORD
Register Account Forgot Password	Re-enter Password	Register Account Login

If you do not see the **Do you have a student number of staff username** field, refresh the web page.

Loading Credits into Print Portal

Once you have logged into your portal you will see the interface as shown below

Topup Account @ A	Account Settings 🛛 🖨 Reports 🗸	ر	U Topup Account @ Account Settings @ Reports ~	ሆ
命 > Dashboard		<i>€</i> R 90.5	.50 🗠 > Account Balance Topup 27 F	R 90.50
Dashboard			Account Topup	
Total Pages Printed & Copied	Printed & Copied Last 7 Days	Printed & Copied Today	P Topup Printing Credit	
26 R 13.00	11 R 5.50	O R O	Enter the amount you want to top up with? ZAF 20.00 Confirm	

You will click the **Topup Account** option and enter the amount you need to add into your printing wallet and click **Confirm**.

Select the Electronic Fund Transfer(EFT) option and click on **Checkout**.

1995 - 1990 Secount 🐵 Account Settings 🕞 Reports 🗸	Ċ
	₿ R 90.50
Account Topup How would you like to pay? PAYGATE VISA MasterCard. Verified by MasterCard. Visa	Order Summary Printing R 20.00 Topup
	Cancel Checkout Terms & Conditions

You will be directed to the Paygate payment portal. Select your payment type and complete your payment information. Once your payment transaction is completed, your will be redirected back to the print.wsu.ac.za portal. Your balance will be updated with the payment that you have made.

Merchant	Walter Sisulu University 1
Reference	66A9788E-B6AC-47F0-90FD-8B447BCC8F92
Transaction Date	Sat, 27 Jul 2024 21:26:13 +0200
Amount	R 20.00 (ZAR)
Please select a	payment type
Card	Payments
mas	terpass >
Service Se	cure EFT
zap	per™
SAMSUN	IG Pay >
By continuing I hereby give pe Third Party commissioned by Information provided for the s requested transaction and co risk scr	mission for DPO Group and any DPO Group to use Personal a look purpose of processing the nducting necessary fraud and eening.

Bring Your Own Device (BOYD)

BYOD (Bring Your Own Device) allows students at WSU to use their personal laptops to be able to print on any of the printers at any of the WSU Libraries.

- Once connected onto the WSU Network and you have logged into the <u>https://print.wsu.ac.za</u> portal you will see the interface as shown below.
- □ You will click on **Account Settings**

26	11 R 5.50	0 R 0	
Total Pages Printed & Copied	Printed & Copied Last 7 Days	Printed & Copied Today	
Dashboard Dashboard			€ R 90.50
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Select the **Guest BOYD Printing Software** at the bottom of the page to download the PD Agent software.

Account Settings	
Change Password	
Password	Confirm Password
 Password has at least 6 characters. Password has special characters. Password has a number. Password has a capital letter. Passwords match. 	
	SAVE
La Downloads	
Guest BYOD Printing Software	

Install the PDAgent Software by selecting the default settings. the **Guest BOYD Printing Software** at the bottom of the page to download the PD Agent software.



After installing the PDAgent open the PDAgentClient app.



Enter your 6 digit pin.

If you don't know what your pin is, email any PDF document to printstudent@wsu.ac.za from your WSU email account. You will receive an email back containing your pin code.

Print Director sign	n in			
Welcome. Please sig	n in to PDAgent. If you do i	not have an account, (click Re	egister.
PIN:				
_	5 1 DIN	OK		0.1

Once you have signed into the PDAgent app, one of the BCC_Student, BTW_Student, MTH_Student or KOM_Student printers will be installed on your laptop, depending at which campus you are located.