WALTER SISULU UNIVERSITY

USER GUIDE FOR

Online Self Service
Student Printing Platform

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

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Welcome back,
Please sign in to your account below.

Username

Password

LOGIN

Register Account   Forgot Password

2

Welcome...
Please register your account below.

First Name(s)

Surname

Do you have a student number or staff username?

Yes

Student Number / Staff Username

Email Address

Password

Re-enter Password

3

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Forgot your Password?
Use the form below to recover it.

Username

RESET PASSWORD

Register Account   Login

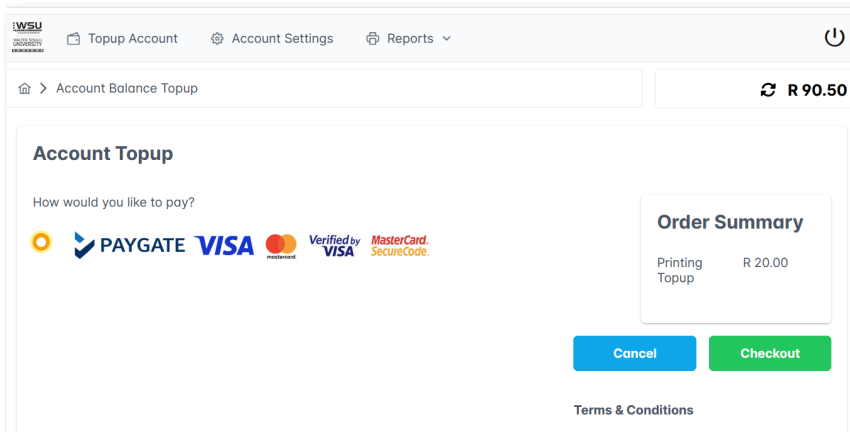If you do not see the **Do you have a student number of staff username** field, refresh the web page.

Loading Credits into Print Portal

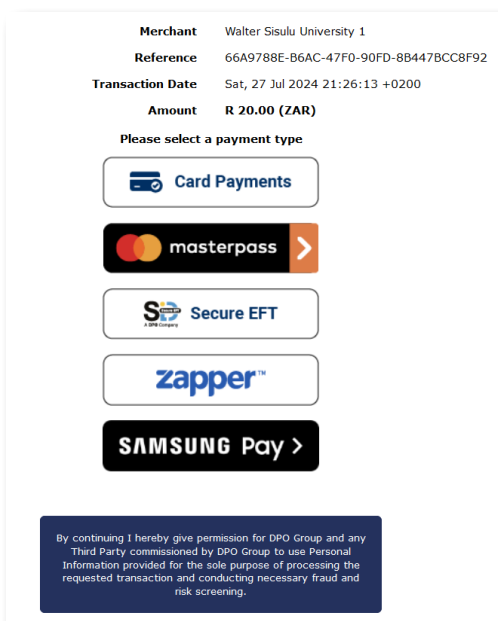Once you have logged into your portal you will see the interface as shown below

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

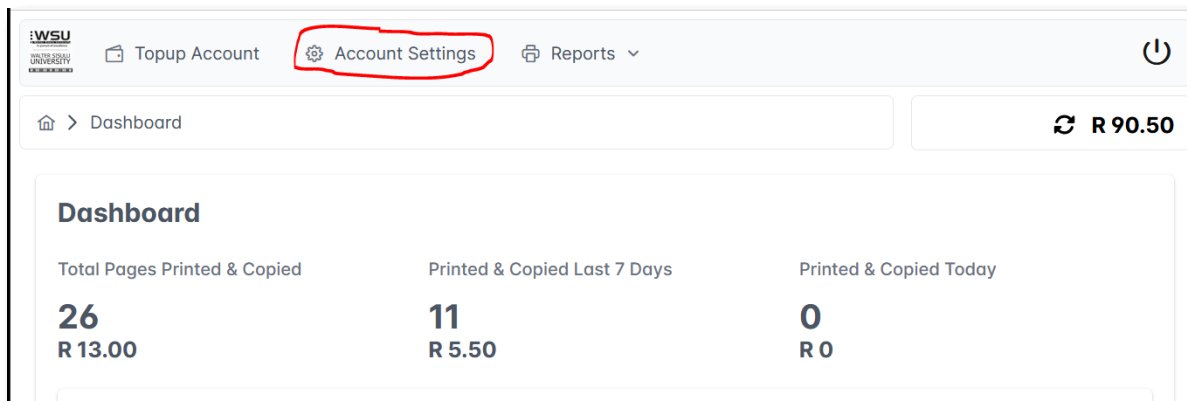Select the Electronic Fund Transfer(EFT) option and click on **Checkout**.

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.
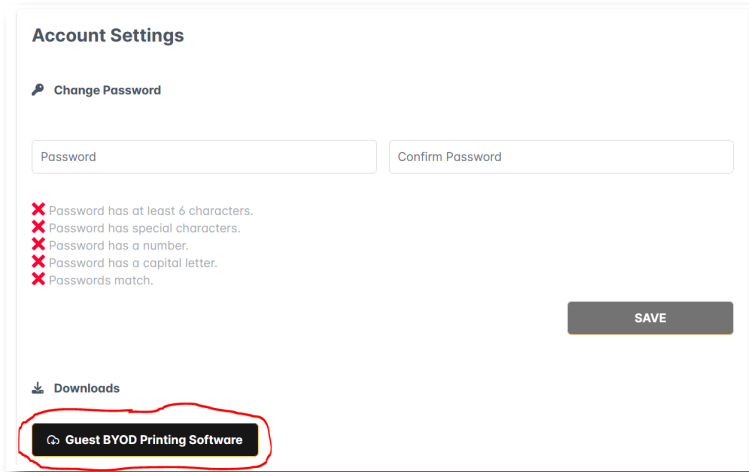

Bring Your Own Device (BOYD)

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.
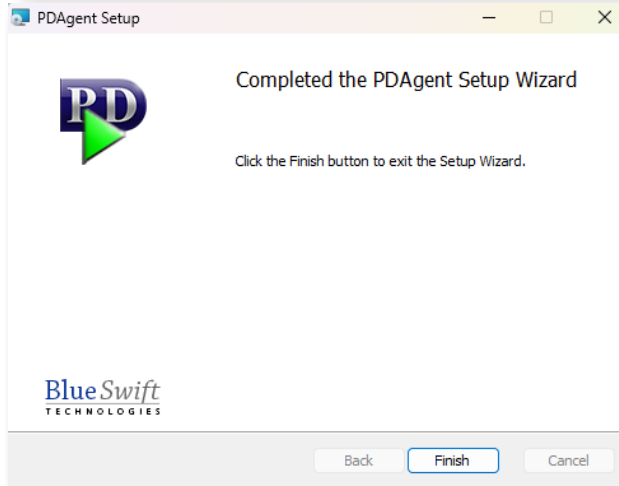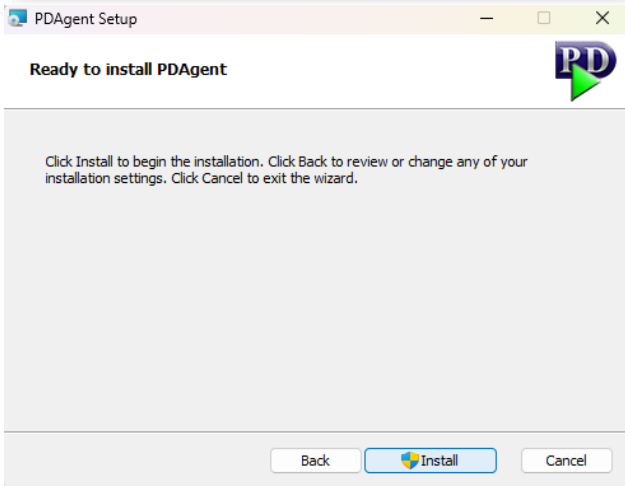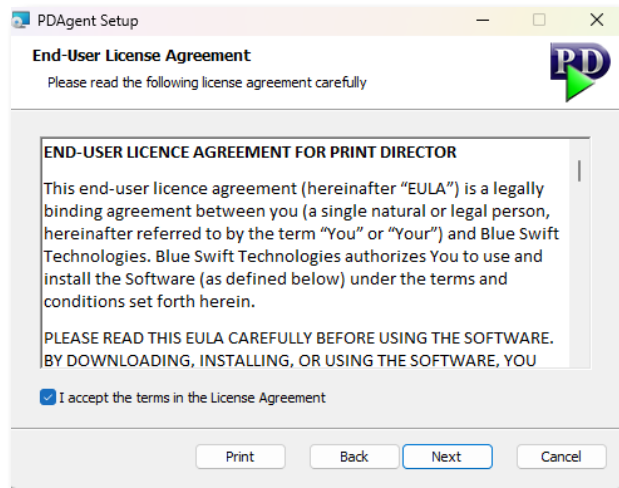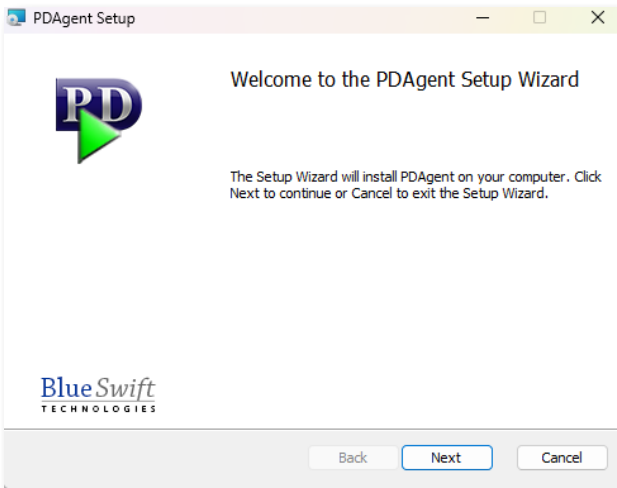
- Once connected onto the WSU Network and you have logged into the https://print.wsu.ac.za portal you will see the interface as shown below.

- You will click on **Account Settings**
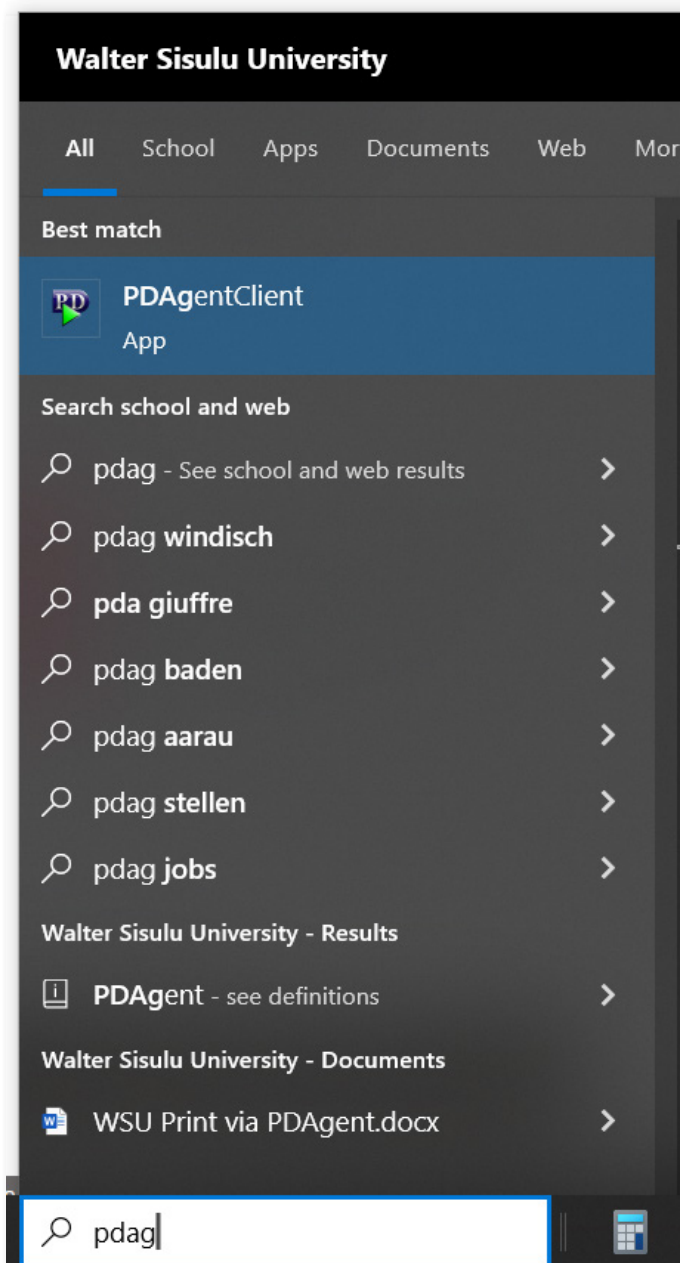
Select the **Guest BOYD Printing Software** at the bottom of the page to download the PD Agent software.

  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.
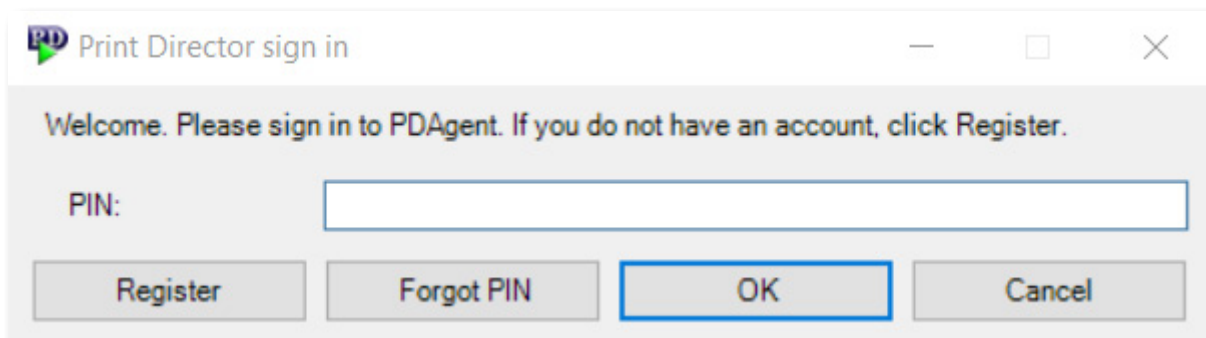
After installing the PDAgent open the PDAgentClient app.

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.

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.