

Welcome to the new **PrintTrack Card System**.

PrintTrack is a print management software solution that has been instituted at MCTC. This software works with a **PrintTrack** card that allows you to place money onto the card for any print services needed on the MCTC campus. The information below is to help you understand what the card is used for and how to use it.

1. **You can obtain a refillable PrintTrack card at the Cashier's Office located in the basement of the CTC building.**
2. **Your first card is free. If you lose your PrintTrack card, a replacement card can be purchased for \$2 - plus the amount to be placed on the card. (This is to cover the card and re-programming of the card)**
3. **A minimum of \$1 must be placed on the PrintTrack card per transaction.**
4. **Black and white prints are 10 cents each. (Currently we DO NOT offer color prints)**
5. **The PrintStation is located in the "Student Lounge" area in the basement of the CTC building.**
6. **To release your print job, simply log into the print station with your MCTCNet Username. Insert your prepaid PrintTrack Card when prompted to release the print job. The balance on your PrintTrack Card must cover the total number of pages to be printed. If not, you can visit the Cashier's office to re-fill your card.**

By signing below I understand that any damaged, lost or stolen PrintTrack card is my responsibility; not that of MCTC. Therefore, any balance that was currently on the PrintTrack card when damaged, lost or stolen will not be refunded or transferred to another card.

Signature