

How can I find out what my NW-SCC email address is?

Go to your Banner Account and then go to your personal information

Activate the account by going to NW-SCC email at nwscc.edu and follow the directions on the screen

If you have a problem activating the account please contact April Cookson at cookson@nwscc.edu

Why do I need to use my NW-SCC email address?

Some email servers/clients will not accept an email from PaperCut and PaperCut emails your balances and activity. NW-SCC email accounts will accept emails from PaperCut.

James A. Glasgow Library

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Phil Campbell, AL 35581

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Coming
January 2018

Northwest-
Shoals
Community
College libraries
Presents it's
copy and print
manager

PaperCut!

PaperCut^{MF}

The Smarter way
to print!



What is PaperCut?

PaperCut is a print management program that will allow you to put funds for coping and printouts on a personal account. This can be done in the library with cash or check. The cashiers office may also put funds on your account if you need to pay with a debit/credit card. The program will let you know your balance and how many pages you will be printing.

What do I need to do to get an account?

- Talk to the library staff or cashier's office about getting an account and put \$\$ on your account
- You will need your **Student ID Number**
- You will need your **NW-SCC email address**

How does it work?

- Login to your PaperCut account when ready to print or copy
- The program will let you edit, accept or decline the prints or copies
- The program will let you know how much money you have and then charge for the things you print or copy



The cost will still be 10 cents per side (10 cents per one-sided copy and 20 cents for two-sided copy).

No refunds will be given, and funds **do not roll over** to the next semester. Therefore, it would be best not to add large amounts to your account.

Account notifications will be sent to students' campus email, so it is important that students check their NW-SCC email accounts - <https://www.nwscc.edu/current-students/studentemail>. Students may also check campus email by downloading the Outlook app ([iOS](#) or [Android](#)).