

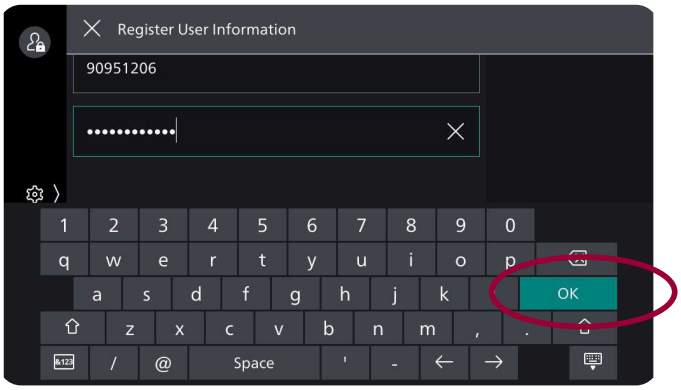
PrintSmart @ Western

How to Enrol Your Western ID Card

To use PrintSmart, all staff and students must register their Western staff card and student card when they use any printer for the first time. You only need to register once. Please ensure that your computer has been set up as well by checking out our Connecting Your PC/MAC guides.

First Use: ID Card Registration

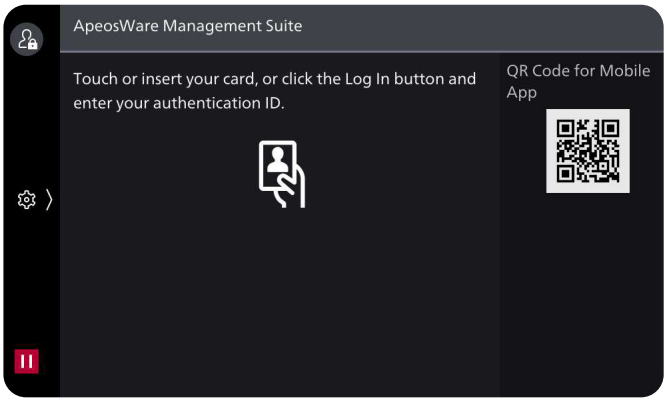




1. Tap your **Western ID Card**.
2. Enter your **Username** (e.g 90951206), click on **NEXT.** Type your **Password** and select **OK**.
3. After a successful **login**, the home screen will be displayed.

Forgot your card? Manual Log in

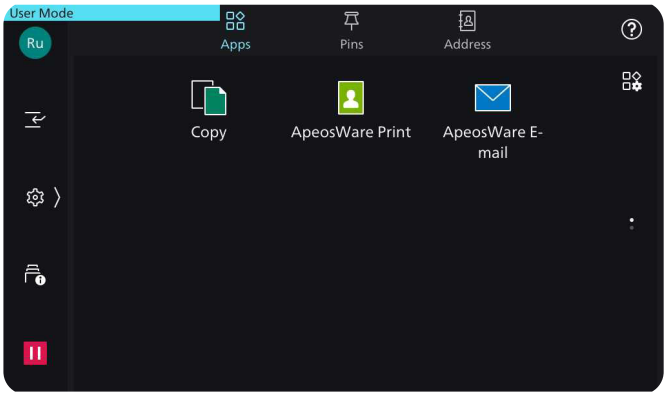




1. Select the user icon with the lock (see left).
2. Enter your **Username** (e.g 90951206), click **NEXT** and **Password** and select **OK**.
3. After a successful **login**, the home screen will be displayed.

Home Screen: Always Log Out





1. After a successful **login**, the home screen will be displayed.
2. Pressing the **Home** button will always return you to this Home screen.
3. Please ensure that you **always Log Out** by selecting the user symbol with your name in the top left.