Technical Support Center
Somsen Hall 207
AskTech@winona.edu
507.457.5240

Or look at the WSU IT Wiki
https://learn.winona.edu
Search for “student printing”
Printing Policy on the WSU Campus

Information Technology Services, working with Student Senate to continue enhancing the University’s Green Sustainability Initiative, has implemented guidelines for student printing on the WSU campus.

While most students keep their printing to a minimum, some print over 3,000 pages. Excessive printing by a few students can quickly consume the printing resources for all students. To promote conservation, control rising printing costs, and avoid increasing the student technology fee, each student receives a balance of 1,000 black laser pages at the beginning of each semester. Please note that the spring allotment carries over into the summer and will remain until your balance is renewed in the fall.

Additional print allotments are available for purchase from the WSU Technical Support Center.

FAQ

• When will the printing allotment be reset?
The print accounting will be reset one week prior to the start of the fall and spring semesters.

• If I print for a club or WSU organization will it count toward the number of pages that are allowed?
Yes. If you print for a club or WSU organization we recommend that you obtain a reimbursement from that entity. You can obtain documented proof of the printing that you did for that club by visiting the website that provides information about your account.

• If I don’t use my 1000 page allotment each semester, can I get a refund or will the balance be added to next semester’s balance?
No. At the beginning of each semester, the allotment starts over. Each student’s account is replenished with the equivalent of 1000 black laser pages. No refunds are allowed for unused pages.

• If the printer jams, will I still be charged for prints?
Yes. When considering the appropriate total 1000-page allotment we added 200 pages for such incidents.

• Will my 1000 pages cover my color printing?
No. Your 1000 page allotment only covers black laser pages. Color printing will continue on pay per print. Please visit the Technical Support Center in Somsen 207 for more information about color printing.

• Will I be able to print a document that has more pages than what I have left on my balance?
No. The document will not be printed at all if you do not have the sufficient number of pages left on your balance.

• How do I check my balance?
Students will be able to check their balance by going to their Manage My WSU Accounts page - https://mywsu.winona.edu/iit/pages/managemyaccounts.aspx.
They will be required to enter their username and password to obtain the necessary balance information. Checking your balance is important so that you do not run out in the middle of an important print job - especially around finals.

• Will my printing balance be charged if I printed to a faculty or staff printer?
Yes. A student’s printing balance will be charged when printing to any WSU network printer. Please have your supervisor contact the Technical Support Center regarding this type of printing so that your account is not charged.

• How will I be charged for duplex printing?
Duplex printing [printing on both sides of a single sheet of paper] will be counted as one page.

• Can I print more than 1000 pages?
Yes. However, you will have to purchase additional prints at a cost of four cents per page in increments of 125 sheets. For example, five dollars will purchase an additional 125 pages.

• Where do I purchase additional pages?
Visit the Technical Support Center in Somsen 207 and use your purple pass to make purchases for additional prints. You will not be able to use credit cards, debit cards, checks or cash to purchase additional prints.

• If I purchase additional prints and do not use them can I get a refund?
No. There will be no refunds. Purchased prints will carry over between fall and spring semesters and between spring and summer semesters. Purchased prints will not be carried over between the summer and fall semesters. All accounts will be reset back to 1000 sheets for the fall semester.

• Can I share my printing account with another student?
No. You cannot share your printing account or transfer money to someone else’s account.

Student employees printing for a department or a University function:

We encourage departments on campus to have computers with “Desk Accounts” for use by student employees. These “Desk Accounts” will ensure that printing for work-related purposes will not count towards a student employee’s print quota. It is up to the supervisors of these employees to insure that this printing is not used for personal use. Supervisors can request a desk account by contacting the Technical Support Center (507.457.5240). “Desk accounts” are restricted to the location of the computer, therefore, these accounts cannot be used on an individual student’s laptop. If it is necessary for student employees to use their own laptop for work-related printing, we encourage the use of reimbursements similar to club printing.