

Library Access

Standard Short Courses (shorter than 10 weeks) **do not have Library membership and borrowing rights.** You need to access our resources in the library.

IT Access

Use your login details to access the open access computers, the wi-fi and the printers. **You do not have to create a guest account.** Just login directly with your credentials:

Username - student ID number :
on your card (example AE_100000000000)

Password - dd/Mmm/yyyy :
Your date of birth including the '/'
Mmm = the first letters of the month with the first letter capitalised (Jan, Feb, etc...)

Printing

Top up your print credit here:

<https://artsprint.arts.ac.uk/>



Print costs:

A3 Mono = **4p** A3 Colour = **12p**
A4 Mono = **2p** A4 Colour = **7p**

How to print from the open access computers:

1. Go to file > Print > Select printer (UAL artscolour/artsmono)
2. Check the paper size (A4/A3) and document settings
3. Click print
4. Tap your student card on the MFD reader to release the job

How to print from your devices:

1. Log in to <https://artsprint.arts.ac.uk/>
2. On the left hand side click on **Web Print**
3. Click on **Submit a Job** then select the right setting for you
4. Upload the document and click print
5. Tap your student card on the MFD reader to release the job