

New Hollins ID?

Here's how to register it to print!



1. Swipe your ID across the card reader on the printer.
2. A message will appear on the touchscreen that says "Card not recognized. Log in to register"
3. Enter your Hollins username and password.
4. Press "okay." You are now logged in.
5. Swipe your card again to log out.

Now your card is registered to print! From now on, you can just swipe your ID card to print on campus.

Students can print to the following printers: Library Coffee Commons, Library 2nd Floor, Library 3rd Floor, Dana 117, Dana Lobby, VAC1, Pleasants 204, and Moody SGA.

Questions? Call the IT Help Desk at 540-362-6538 or email helpdesk@hollins.edu