


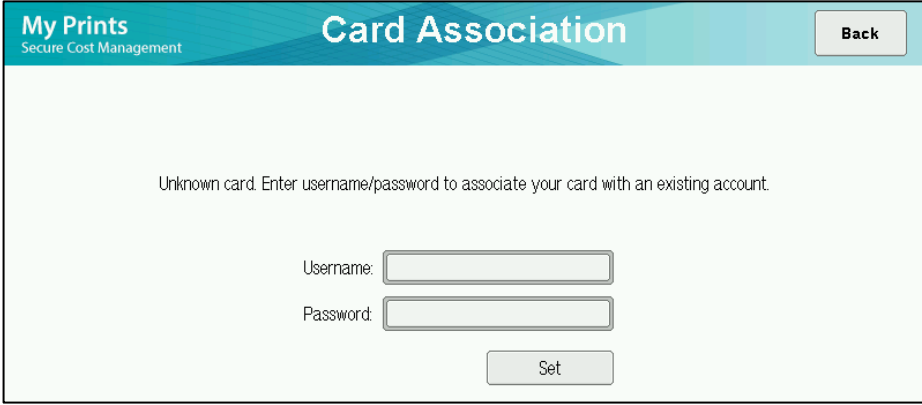
How to register your CITCard

Introduction To use print, copy and scan services at CIT students need to have registered their CITCard at a printer.

Note: This process only needs to be done once per CITCard.

How to register your CITCard

Follow these steps to register your CITCard:

Step	Action
1	<p>Swipe your CITCard at the Printer card reader.</p> 
2	<p>Type in your CITCard Number and press enter. Type in your CITCard password and press enter.</p> 
3	<p>Press the 'SET' button.</p> <p>Note: You are allowed 60 seconds to enter credentials before timing out.</p>

If registration is unsuccessful

Unsuccessful registration might be caused by:

- incorrect password
- timeout

What do you need to do?

1. Re-swipe your CIT card
 2. Enter your CIT Number and Password again
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