Managing Your Student Printing Funds at UMSL

Below are the instructions on how to:

- View your printing history and check the balance on your account(s)
- Add credit to a personal account

**View Print History and Check Account Balance**

1. Login to [http://umsl.edu/go/mytritonprint](http://umsl.edu/go/mytritonprint).

2. **Your MoCodes** - This tab displays all of your MoCodes*. You can see how much money has been used from the account and its remaining balance (if applicable). You will need your MoCode for the User Report page, so note the MoCode, or copy it.

3. **User Reports** - View the history of what you have printed and the costs associated with each print job. Select this tab and type or paste your MoCode in the MoCode box. Select a Begin and End date for your report.
Managing Your Student Printing Funds at UMSL

4. Click . The Summary indicates total cost and number of pages printed for the date range you selected.

Add Credit to a Personal Account

If you have exhausted the balance on your student print quota MoCode (SAX35), and you are currently enrolled in a course, you can establish a MoCode with funds that you have charged to your personal credit card. If you do not have a credit card, you can go to the Cashier’s Office, 285 MSC, and use cash or a debit card to put credit on your account. The minimum amount of credit you can put on your account is $5.00. Your personal credit is non-refundable and stays available for your use until you are no longer active or eligible as a student (as of the Fall 2015 term, eligibility is until you are not enrolled in a course for three consecutive terms).

1. Login to http://umsl.edu/go/mytritonprint.

2. - Click on this tab to add personal funds to your account. Under Credit Funds, select Add Credit Funds.

3. - Select the amount of money you want to add to your account. Select from $5 increments between $5 and $25.

4. Click the button.

5. Follow the instructions on the credit card information screen.
6. You will receive the message below confirming a successful addition of funds to your account.

**Success!**

Your credit card transaction to add $5.00 to your print account was **successfully processed** at 07/13/2015 09:15:45 AM. Your confirmation code is: ***

Please allow up to 15 minutes for the credit to appear in your print account.

Once processing is complete, the credit MoCode will appear in your MoCodes.

A confirmation receipt has been emailed to: ***

To view your transaction history, navigate to [credit transaction history](#).

7. Allow at least 15 minutes for the credit to appear in your print account. You will receive email confirmation of the transaction.

8. You can verify that you added funds by selecting the Credit Funds tab, then selecting **Credit Transaction History**.

<table>
<thead>
<tr>
<th>Status</th>
<th>Initiated Timestamp</th>
<th>Final Timestamp</th>
<th>Card</th>
<th>Amount</th>
<th>Confirmation Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>PROCESSED</td>
<td>2015/07/13 09:06:13 AM</td>
<td>2015/07/13 09:07:55 AM</td>
<td>VISA</td>
<td>$5.00</td>
<td></td>
</tr>
<tr>
<td>PROCESSED</td>
<td>2015/06/09 08:32:33 AM</td>
<td>2015/06/09 08:33:39 AM</td>
<td>VISA</td>
<td>$5.00</td>
<td></td>
</tr>
<tr>
<td>PROCESSED</td>
<td>2014/12/03 02:33:13 PM</td>
<td>2014/12/03 02:33:48 PM</td>
<td>VISA</td>
<td>$5.00</td>
<td></td>
</tr>
</tbody>
</table>
9. The MoCode for your account will be **SCRDT**. To verify your balance, click the **Your MoCodes** tab. You should see MoCode SCRDT listed with a Quota and Remaining amount. 

**NOTE**: The next time you print, you will need to **type an * (asterisk) in the Search box** on the Print Job Details page to see all of your available MoCodes. See screen shot below.

You can add funds to your account as often as you like.

**MoCodes:**

**SAX35** is assigned to all enrolled students  
**SCRDT** is associated with funds you put on a personal credit card  
**Sxxxx** You may have access to other MoCodes if you are employed at the university and have been granted printing access for the department for which you work. Departmental MoCode usage is monitored by the department. Utilization of the department’s MoCode is based on their printing policy.