

How does Blueprint Work for Guests?

To print as a guest, a guest account will need to be created. Please follow the steps below.

1. Go to <https://blueprint.shu.edu> and click Log In or I am a guest (create an account):

Log In with your Blueprint Account →

OR

Create a Blueprint Account →

Secure Login

SETON HALL UNIVERSITY
BLUEPRINT

Username
|

Password

☐ Keep me logged in

[I am a guest](#) [Log In](#)

Version 2.2.2.1082

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- a. If you are creating a new account, fill out the fields in the form that pops up and click Create:

3. Ensure you have printing funds or add them via Add Funds (min = \$5, max = \$50):

The screenshot displays the 'My Print Center' interface for Seton Hall University. At the top, the university's name and logo are visible, along with a user greeting 'Welcome Robert'. Below this, there are tabs for 'Job List' and 'Activity'. A navigation bar includes 'Refresh', 'Upload', and 'Delete' buttons. A table with columns 'Type', 'Title', 'Print Preview', 'Pages', 'Pieces of Paper', 'Submitted Date', and 'Cost' is shown, but it is currently empty. Below the table, a pagination bar indicates '20 items per page' and 'No items to display'. In the 'Payment method' section, a red box highlights 'My Funds : \$0.00' with the subtext 'Total available funds'. A red arrow points from this box to the 'Add Funds' link. To the right, the 'Print options' section includes dropdowns for 'Color' (set to 'Color'), 'Sides' (set to 'Single Sided'), and input fields for 'Pages per side' (set to '1') and 'Copies' (set to '1'). The footer of the page reads '© Copyright 2015 - Powered by Pharos®'.

- a. The Add Funds box pops up allowing you to (**Step 1**) fill in the amount to deposit, (**Step 2**) check to agree to pay the total, and (**Step 3**) click to continue to payment:

Add Funds

Step 1 Amount

Transaction Fee

Total

Step 2 ☒ I agree to pay the total above

Step 3

- b. You will be redirected to a payment site. You can log in and pay via PayPal or pay with a debit or credit card:

Seton Hall University

PayPal \$5.46 USD

Pay with PayPal English

Email

Password

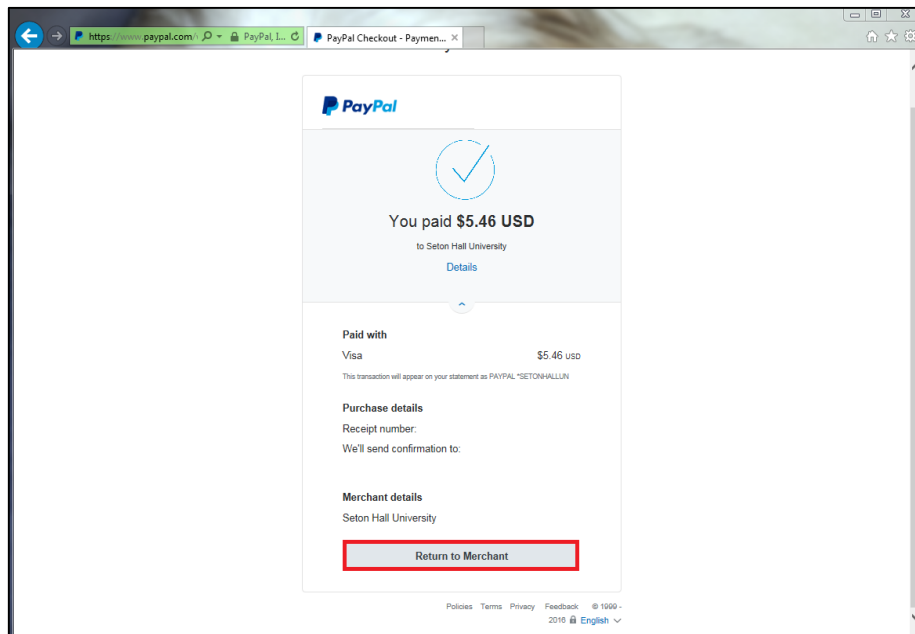
[Having trouble logging in?](#)

or

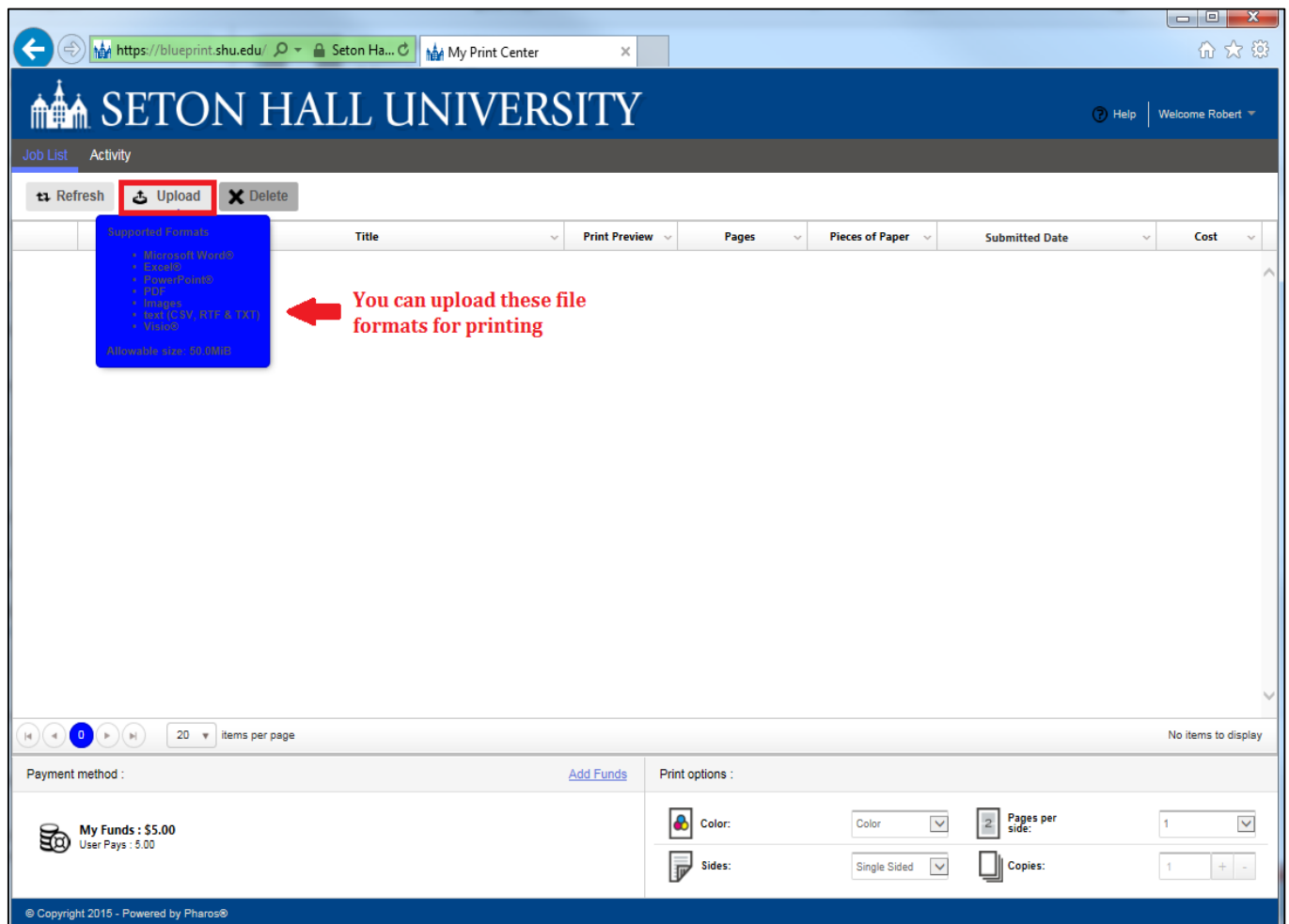
New. Faster. Easier.
Welcome to the new PayPal checkout!
The security you rely on – now even faster.
It's everything checkout should be.

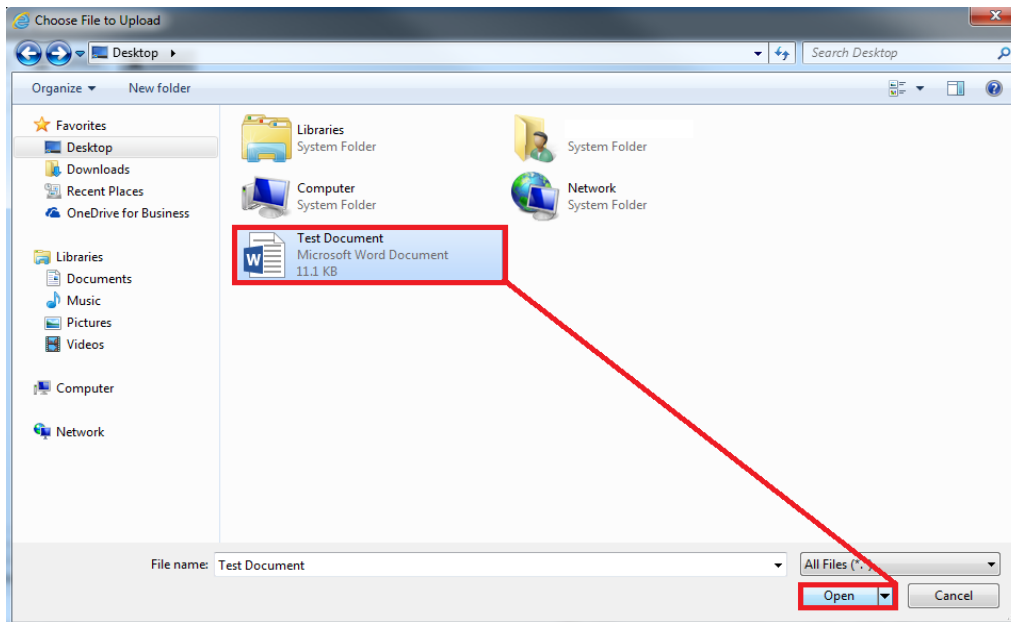
[Policies](#) [Terms](#) [Privacy](#) [Feedback](#) © 1999 - 2016

- c. After submitting payment, you will get an on screen and emailed receipt. Click on the [Return to Merchant](#) button to go back to Blueprint:



4. To print, click the Upload button and select files from their current location (max size = 50 MB):





5. Check the box next to uploaded documents and modify print options to send them to a printer.

https://blueprint.shu.edu/ Seton Hall University My Print Center

SETON HALL UNIVERSITY

Job List Activity

Refresh Upload Delete

<input checked="" type="checkbox"/>	Type	Title	Print Preview	Pages	Pieces of Paper	Submitted Date	Cost
<input checked="" type="checkbox"/>	Test Document.docx			1	1	20 seconds ago	\$0.05

Check off print jobs to submit them to the printer

Set preferences for printing after checking the box

Payment method: Add Funds

My Funds: \$5.00
User Pays: 5.00

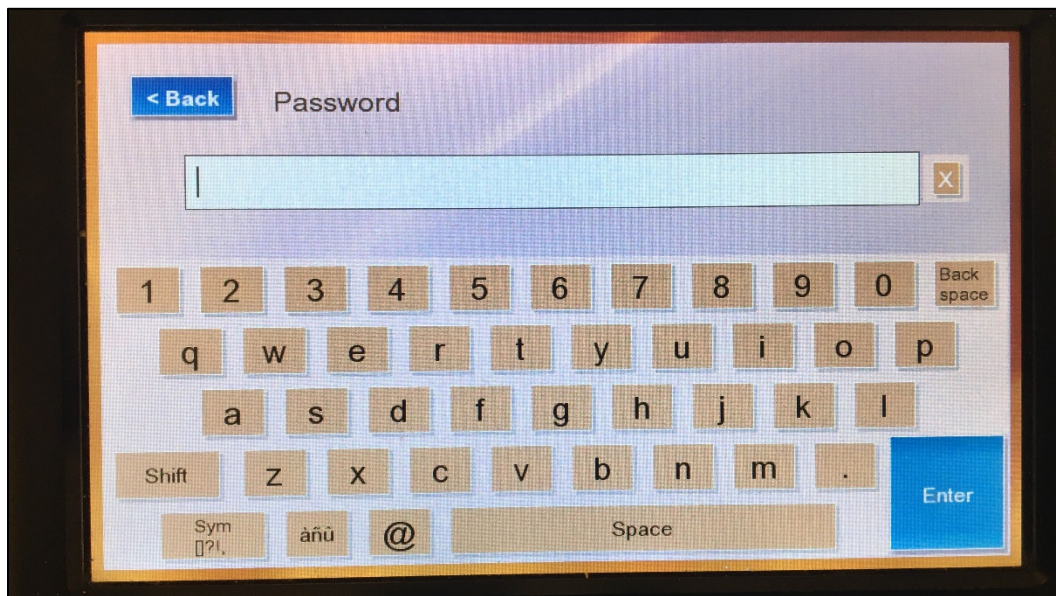
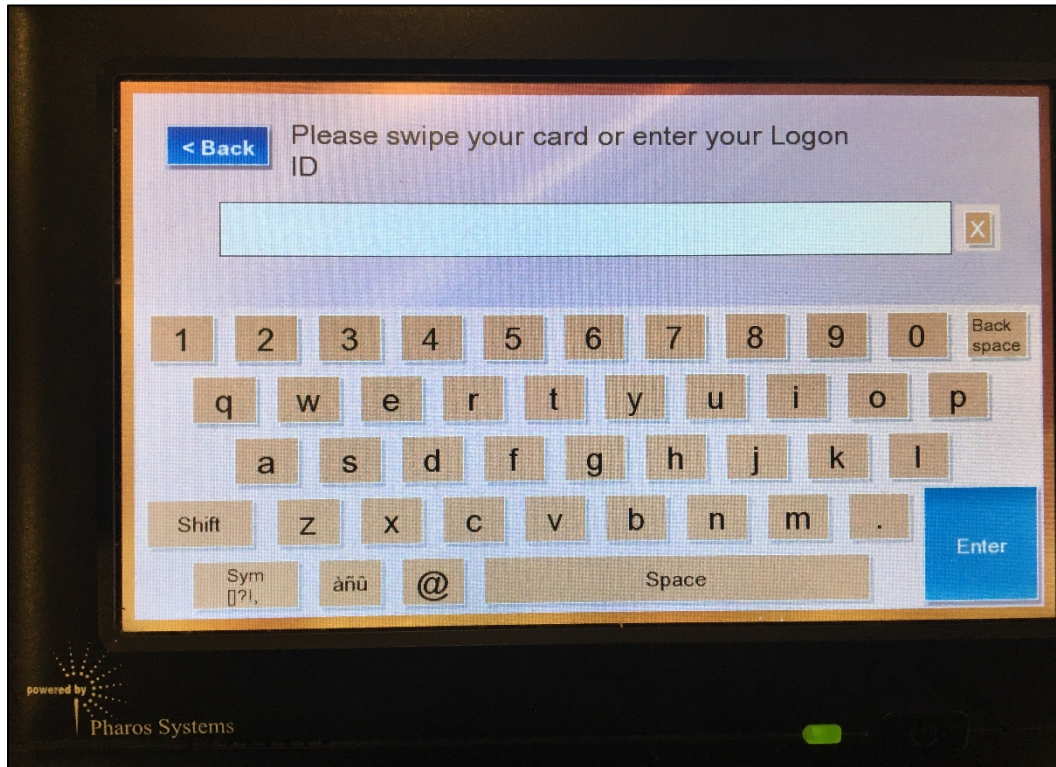
Print options:

Color: Black & White Pages per side: 1

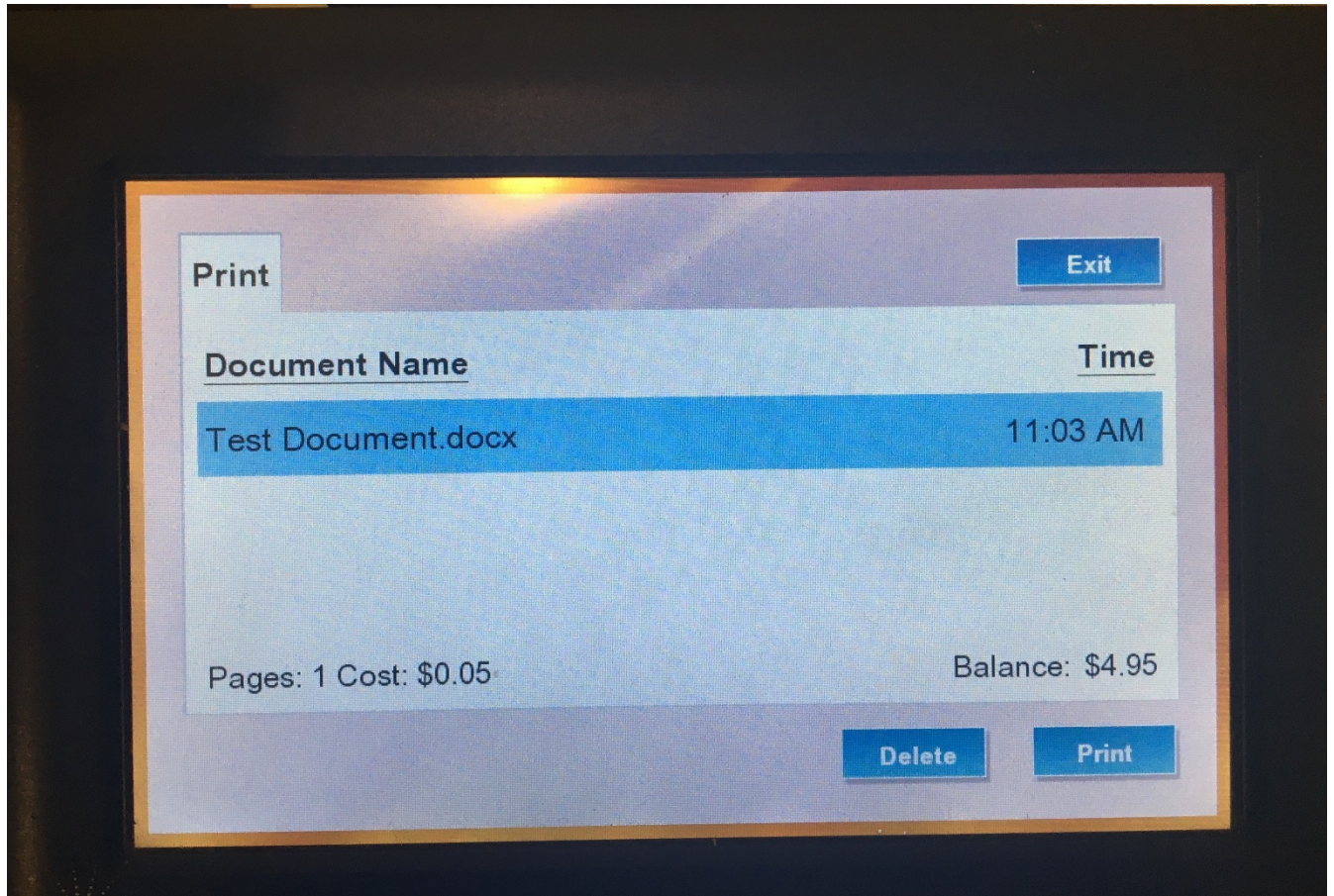
Sides: Single Sided Copies: 1

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6. Tap twice on the Pharos box printing station next to the printer. Log in to your Blueprint account:



7. Select the listed documents that you want to print and release them by touching Print:



8. Technical Support

- a. Please ask the Computer Lab Consultants for assistance.
- b. For complex issues, or in the absence of a Lab Consultant, please contact the Technology Service Desk at 973-275-2222 (email: service.desk@shu.edu).