Logging In

Version 6

Try our new ITS Printing Guide

Logging In to Seneca Printers

You can log in easily with your Seneca OneCard, or you can type your email address if you don't have your OneCard with you. You will need a PIN (Personal Identification Number) to log in to the printer.

Always remember to log out when you are finished printing.

Logging In With Your OneCard

1. Tap your **Seneca Onecard** on the black card reader on the front of the printer. When your card is recognized a beep will be played and the PIN screen will be displayed.

2. On the printer screen **type your PIN** and tap **Enter**.

Logging In With Your Email Address

1. Tap **Copy** on the printer *screen*.

2. Tap **Alternate Login**

3. Type your **Seneca ID** and tap **Enter**.

4. Type your **Password** and tap **Enter**.

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