WebPrint—Printing on campus
Printing on campus from your personal devices

Visit the WebPrint Online Portal

The WebPrint portal can be accessed by visiting **https://helpdesk.sienaheights.edu/webprint** in a web browser. From this page login with your SHU username and password. After logging in select the **WebPrint** option from the menu on the left-hand side of the page.

Submitting Documents to WebPrint

To submit a document for printing on this page simply click on the green **Submit a Job** button. First select the number of copies you would like printed, then upload your documents. With WebPrint multiple documents can be submitted at the same time. Next, proceed by clicking **Upload & Complete** to submit to the virtual print queue

Printing Your Documents

Visit any Multi-functional Print (MFP) on campus to print your documents. Login to the machine by swiping your student ID card or by typing in your credentials using the touch screen. Select the documents you want printed then select **Print**. Documents stay in the virtual queque for 7 days.

Get IT Help

Our Help desk can assist any week day from 8:00 to 5:00!

Phone: 517-264-7655   Email: helpdesk@sienaheights.edu