

WebPrint - Print from Anywhere

Print from anywhere from any device.

Visit the WebPrint Portal

The WebPrint portal can be visited by visiting <http://s.aints.co/webprint> in a web browser. Log in with your SHU username and password to access the website.



Submit a Print Job

Click the **Submit a Job** button. Enter the number of copies you want printed, and click the **Upload Documents** button. Add the documents you would like to print from your device. Once your document(s) are added, click the **Upload & Complete** button. This sends your document to the virtual print queue on campus!

Print from the Print Queue

Visit any Multi-function Printer (MFP) on campus to print your documents. At an MFP log in using your Student ID card or by using the touchscreen on the device. Once logged in, your documents will be waiting in the print queue for your account. Documents sent to the queue will stay there for 7 days before they are removed.



Types of Files You Can Print

WebPrint supports most common file types such as PDF, Word, PowerPoint, Excel, XPS, and most image files. For files created with Adobe products or similar software, you will need to export them as a PNG, JPG, or another more common image type. Contact our Help Desk if you need further assistance.

Get IT Help

Our Helpdesk can assist you every weekday.
Call or email us for assistance!

Phone: 517-264-7655

Email: helpdesk@sienaheights.edu