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.

4. Click **Submit**. 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), you can establish a MoCode with funds that you have charged to your personal credit card. 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 Your personal credit is non-refundable and stays available for your use until you are no longer active or eligible as a student (as of the Fall 2015 term, eligibility is until you are not enrolled in a course for three consecutive terms).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. **Credit Funds** - Click on this tab to add personal funds to your account. Under Credit Funds, select *Add Credit Funds*.

3. **Credit Amount to Add:** $5.00 - Select the amount of money you want to add to your account. Select from $5 increments between $5 and $25.

4. Click the **Proceed to Payment Gateway** 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.
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 credit card funds by selecting the Credit Funds tab, then selecting Credit Transaction History.

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.