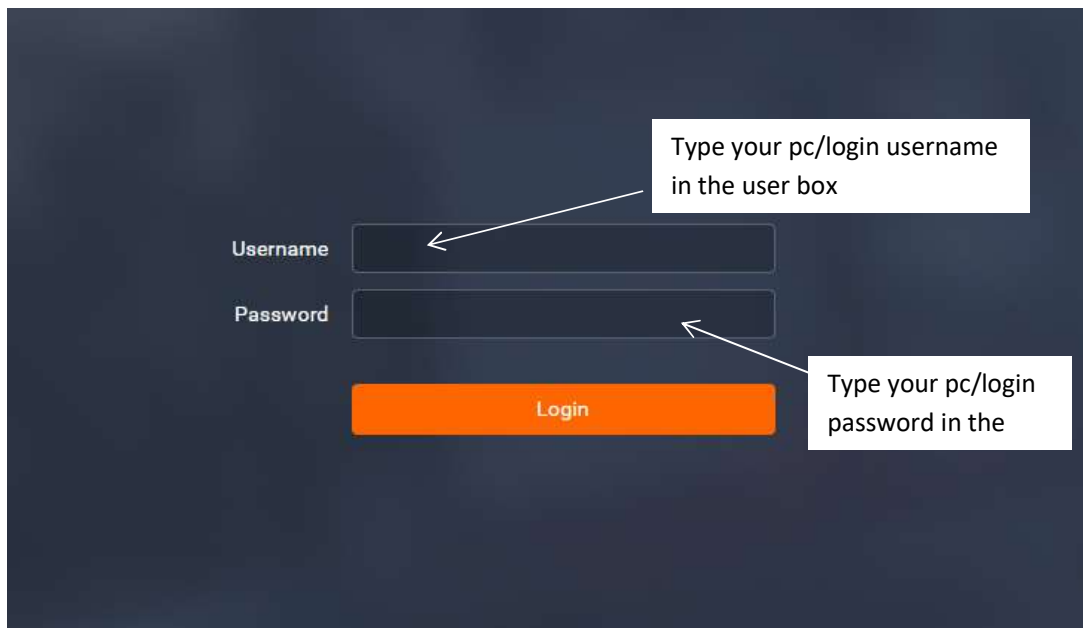# Generating a Printing PIN for use in the Print Room

This document shows a user how to create a new PIN (as often as a user requires) .

Generating a PIN to use in the Print Room

1. Type staffprint.ait.ie into the address bar of any browser for example Internet Explorer or Google Chrome. **Note this must be done while logged on to a pc connected to the staff ait network**

http://staffprint.ait.ie

Type your pc/login username in the user box

Username

Password

Type your pc/login password in the

Login

Note your use your username not your email address (same as the IT helpdesk)
2. The screen below will be displayed

3. Press the Generate PIN option
4. The screen below will be displayed

Generate PIN

You can use this code to authenticate yourself at the terminal on the printer.

Generate PIN

5. Press Generate PIN
6. Your will then see the message below, press Yes to Generate PIN

Confirmation ×

A new PIN will be generated for this user and displayed on the screen. Do you want to continue this operation?

YES   NO

7. Your PIN will then be displayed
8. Press Close.
9. You will receive an email from safeq@ait.ie telling you your PIN.

10. The PIN in the message box/email is the PIN you must submit to the Print Room so your request can be photocopied.
11. Logout of the software, go to your name and select Log out