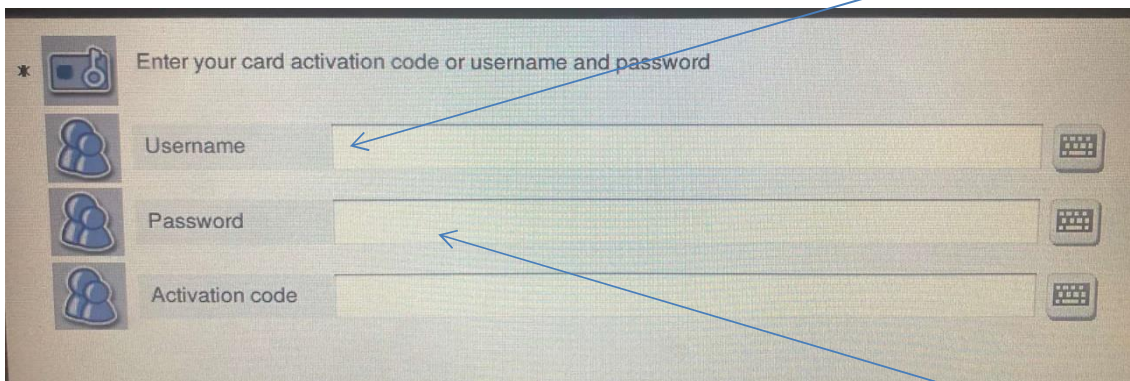


Registering your AIT Staff ID Card on the new Campus Printers (Sept 2021)

1. Swipe your card on the card reader

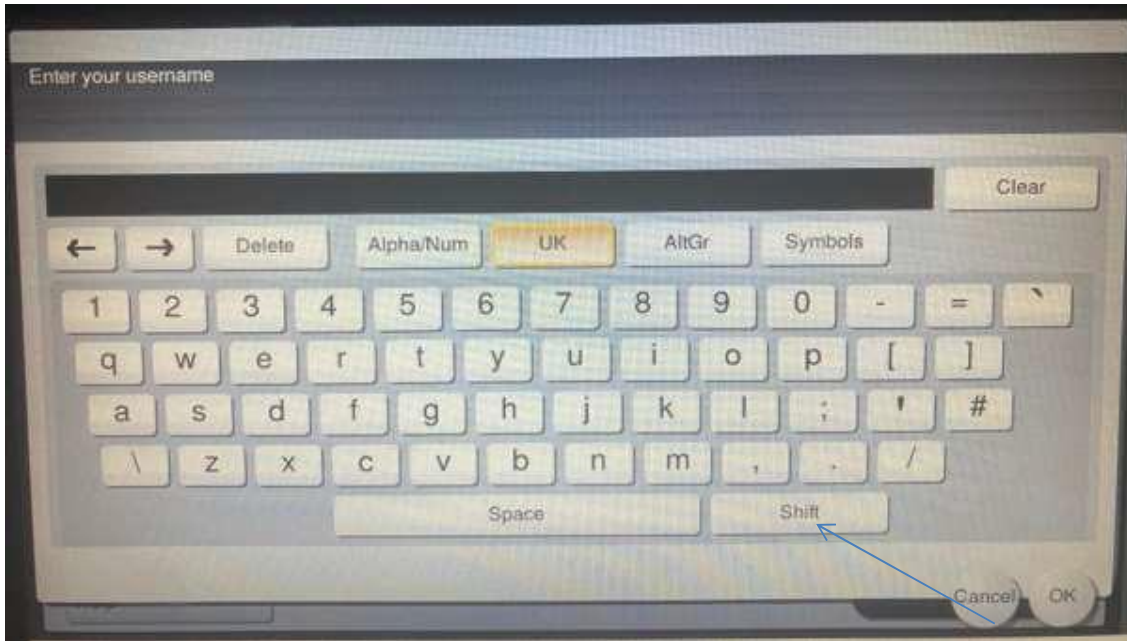


2. You will then see the screen below



3. Type in your username (your computer login\ email address without @ait.ie)
4. Press OK
5. Press Password
6. Type in your password (your computer\ email password)
7. Press OK
8. If you have entered the details correctly you will then be logged in to the photocopier.
9. The Activation code is not necessary.

Note: If you need an uppercase or any symbol you don't see on the keyboard press the Shift button



If you cannot get your card to work go to the card office for assistance