Curtin visitors and guests can access our printing services by setting up a guest print account. This applies to Curtin College students also. Visitors or guests are encouraged to visit in the TL Robertson Library (B105), and use the Curtin Visitor icon on the computers.

Create a guest print account and submit a document.
1. Log into your email account and create a new email.
2. In the *to: field* enter mobileprint@curtin.edu.au
3. Attached the document you wish to print.
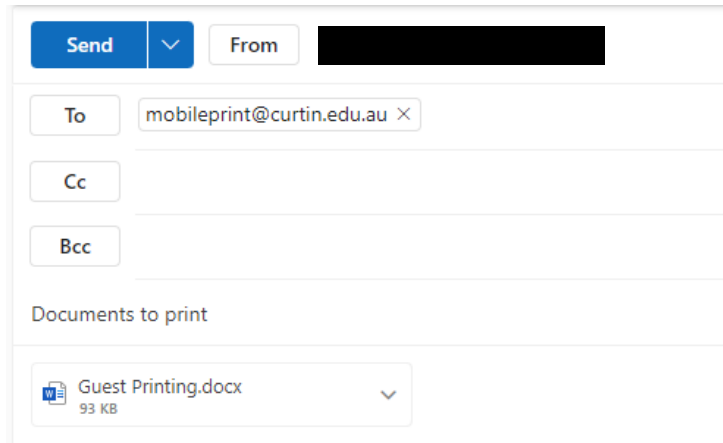
4. Press send and wait for an automated confirmation email to be delivered.

5. You will receive 2 confirmation emails, the first one being a link to our printing portal, along with your password. The second email will be to confirm the upload of your document(s).

   NOTE: If you forget your password, please contact the IT Helpdesk on 9266 9000 (option 2) to have your password reset.
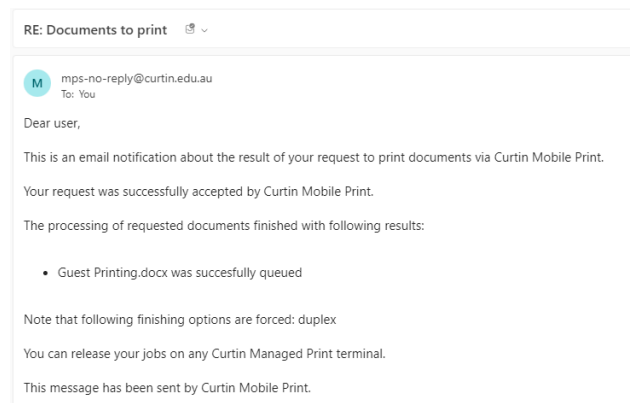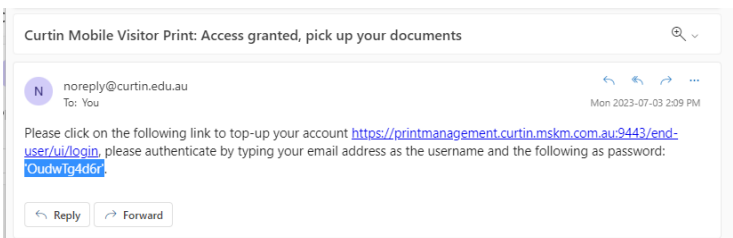
Recharge your print account.

1. You will also need to credit your printing account using the print portal, to do this select 'Payment' on the left-hand side.
2. Select 'recharge credit' on the top ribbon.
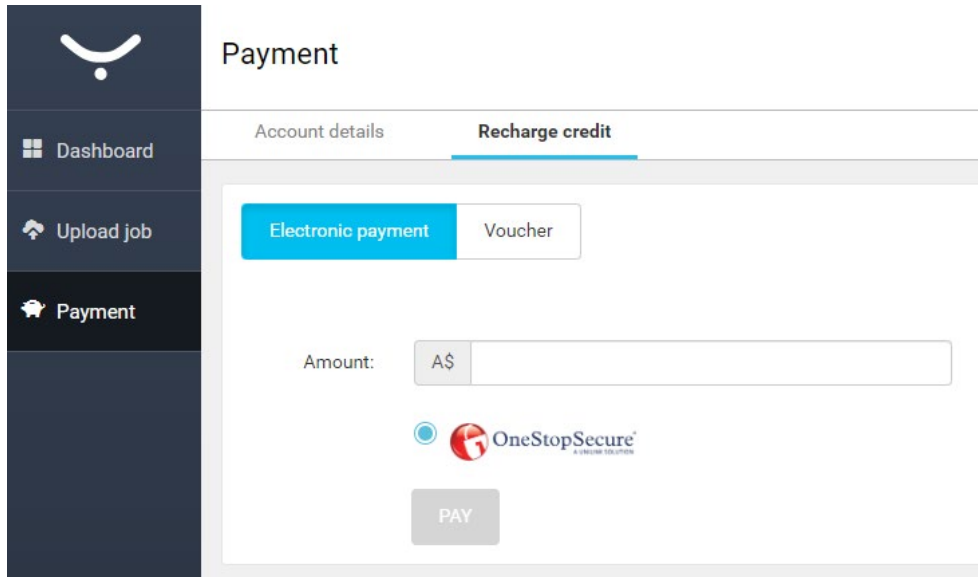
3. Enter the balance you wish to charge your account with, and select 'Pay', follow the prompts to use your bank card.

Using the Print Portal to print documents.

1. Visit https://printmanagement.curtin.mskm.com.au:9443/end-user/ui/login
2. Log in with your email address and provided password.
3. Select 'Upload job' on the left-hand menu.
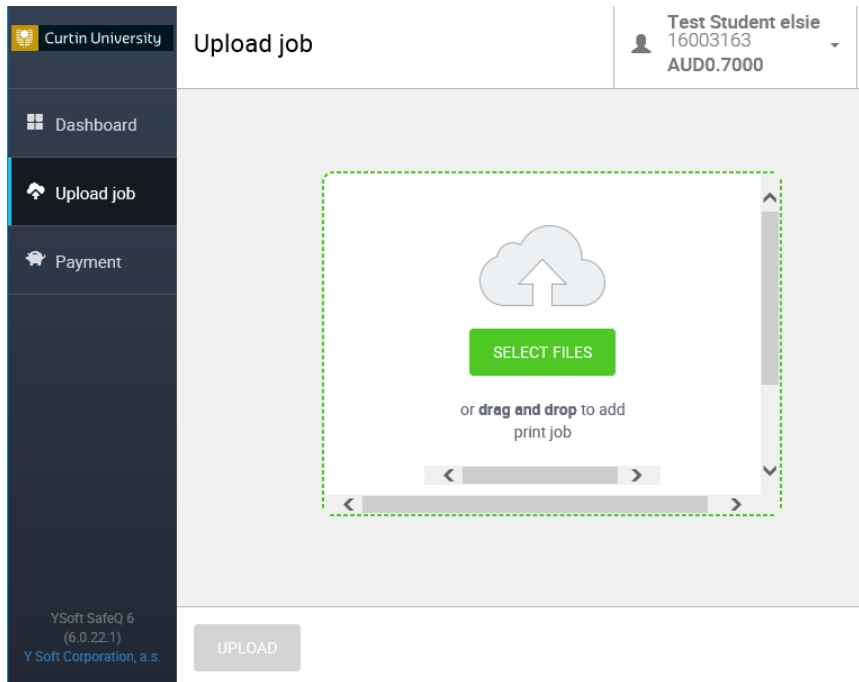
4. Drag and drop, or locate and load your files, the select 'upload' on the lower left-hand side.
5. *Once the job is uploaded, and you receive a green tick 'job uploaded', you can go to any printer and release the print jobs.*

   Note: The default is set to print in black & white, double sided. If you wish to print in colour, or single-sided you will need to select this option at the device prior to releasing the job.