

**How can I find out what my NW-SCC email address is?**

Go to your Banner Account and then go to your personal information > View Email Addresses to locate your email account.

Activate the account by going to nwsc.edu and then scrolling to the bottom and clicking on the College Email link. Follow the instructions on that page to log into your email.

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**Why do I need to use my NW-SCC email address?**

Some email servers/clients will not accept an email from PaperCut and PaperCut emails you your balances and activity. NW-SCC email accounts will accept emails from PaperCut.

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Northwest-Shoals  
Community College  
Library  
presents it's  
copy and print  
manager

**PaperCut!**

**PaperCut<sup>MF</sup>**

**The Smarter way  
to print!**



## What is PaperCut?

PaperCut is a print management program that will allow you to put funds for copying and printouts on a personal account. This can be done in the library with cash or check. The cashiers office may also put funds on your account if you need to pay with a debit/credit card. The program will let you know your balance and how many pages you will be printing.

### What do I need to do to get an account?

- Talk to the library staff or cashier's office about getting an account and put \$\$ on your account
- You will need your **Student ID Number**
- You will need your **NW-SCC email address**

### How does it work?

- Login to your PaperCut account when ready to print or copy
- The program will let you edit, accept or decline the prints or copies
- The program will let you know how much money you have and then charge for the things you print or copy



The cost will still be 10 cents per side (10 cents per one-sided copy and 20 cents for two-sided copy).

**No refunds** will be given, and funds **do not roll over** to the next semester. Therefore, it would be best not to add large amounts to your account.

Account notifications will be sent to students' campus email, so it is important that students check their NW-SCC email accounts - <https://www.nwscc.edu/current-students/studentemail>. Students may also check campus email by downloading the Outlook app ([iOS](#) or [Android](#)).