Student Employees Printing from Personal Devices - Dept Printers

To limit confusion, the Division of IT and Library Services prefers for student employees to print only from **Creighton owned devices**. When that is not possible, departments may sponsor student printing from their personal devices and a specific student print queue will be created for that purpose. **Sponsoring departments, however, will be solely responsible for charges created by the student in that departmental print queue.**

If your department has a student employee requiring print access from a personal device, the faculty or staff sponsor (with department authority for billing) must submit a ticket to the myIT Service Desk at http://myit.creighton.edu. The ticket will need to include:

- o Student name
- o Department / organization name
- o Device name or queue
- o Funded organization number for billing*

When the departmental student print queue is created, you will be contacted to arrange for the installation of print drivers on the student computer. If you have other questions, contact the myIT Service Desk at 402-280-1111.

*Note: Upon request Canon can provide a monthly report to departmental administrative staff who are responsible for printing account charges.