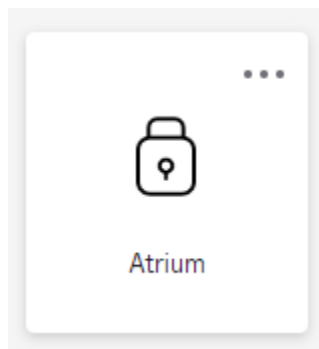


HOW TO PURCHASE ADDITIONAL PRINT PAGES

Every student is given 200 pages for printing each semester. Once those 200 pages are used, students can purchase additional pages at \$.05 a page.

The Atrium One Card system is used to pay and release print jobs. Below are instructions on how to add funds (Hoot Loot) to your Atrium One Card account and how to use those funds for printing. **Please note that once funds are added to your printing account, they cannot be moved back to Hoot Loot, so please plan accordingly.**

1. Navigate to My Union (my.ucc.edu) and click on the **Atrium** link (shown below).



2. Once in Atrium, you will see your current Hoot Loot balance and transaction information. To add funds to your account, click on **Make a Hoot Loot Deposit** (shown below) on the left-hand menu.

 **MAKE A HOOT LOOT DEPOSIT**

3. Once completed, those funds will be added to your primary account. But, to use Hoot Loot for printing, you must transfer funds to your printing account. To do that, click on **Transfer Hoot Loot to Printing** (shown below) on the left-hand menu.

 **TRANSFER HOOT LOOT TO PRINTING**

Again, please note that once funds are moved to printing, they cannot be moved back to Hoot Loot.