

Checking Your Printing Account and Current Printing Charges

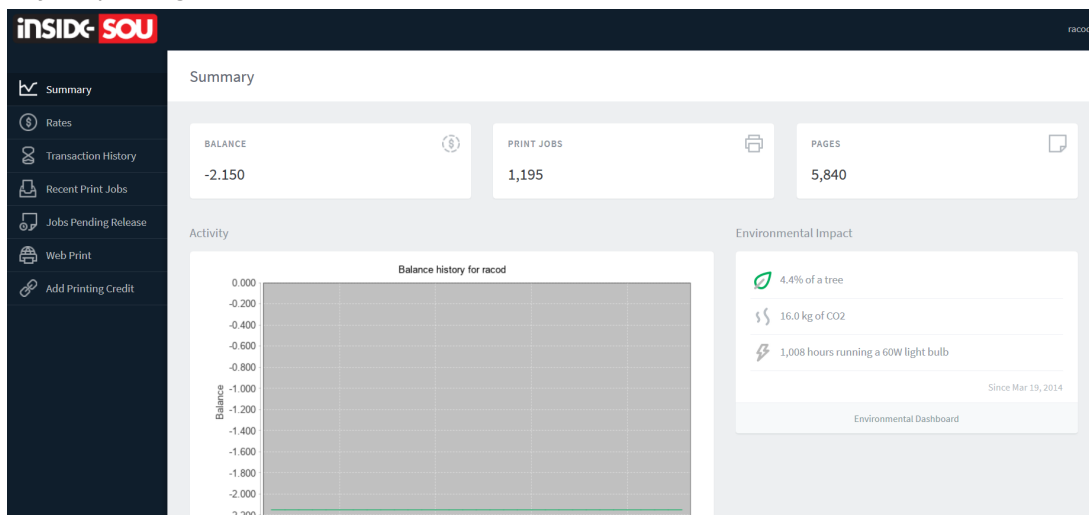
Brad Christ - 2019-11-15 - Comments (0) - Paper, Printing and Copying

You can view your printing history and check your current printing charges through our print accounting system.

To get started, click the Printing Portal link on InsideSOU or by following this link:

<https://printing.sou.edu/>

After successfully logging in, you should be presented with a summary screen for your account. This screen will show your recent printing activity and the environmental impact of your printing.



To see your recent printing charges, just click Recent Print Jobs.

If you are looking for older print jobs, click the "Filter on" button and then click Clear (or set up your own filter criteria).

To check for credits from refunds or balance history, click Transaction History. To view all transaction history, click on the "Filter on" button and then click on Clear (or set up your own filter criteria).