

Topping up your PaperCut Account

Your Papercut Account allows you to print and photocopy. Both parents and students are able to top this account up.

Instructions

1. Open 'My Monitor'.

Welcome to BrigNET

- Brigidine External
- Office 365
- Moodle
- Outlook
- Clickview Online SSO
- OneDrive
- TurnItIn
- Microsoft Intune
- Brigidine Library
- Oliver
- My Monitor**
- OverDrive
- G Suite
- Wheeler's
- PaperCut
- lynda.com
- Education Perfect NEW

2. Select 'Brigidine Online Ordering'

Brigidine Online Accounts | **Brigidine Online Ordering**

3. Select 'IT'.

Welcome to our online ordering system

Please select a shop

- Uniform Shop
- Tuckshop
- IT**

4. Select 'PaperCut Print Balance Top Up x\$1'.

Items for
Current Shop - IT

Current Shop - IT
Change Shop

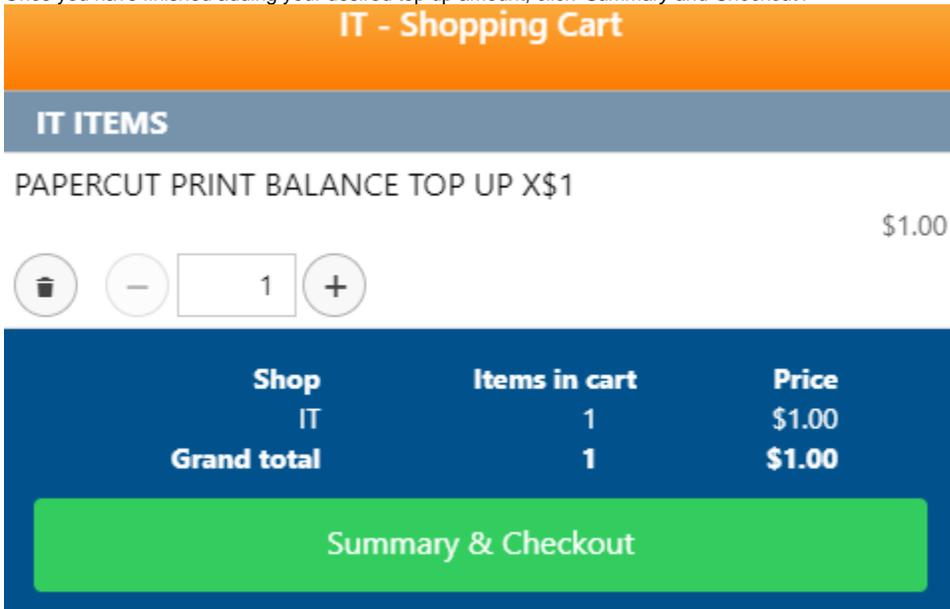
IT ITEMS

| IT GENERAL | |
|---|----------|
| EARPHONES \$5.00 GF | + |
| LAPTOP PURCHASE - YEAR 09 \$50.00 | + |
| LAPTOP PURCHASE - YEAR 12 \$1.00 | + |
| LAPTOP REPAIR (ASSURED) \$120.00 GF | + |
| PAPER CUT PRINT BALANCE TOP UP XS1 \$1.00 GF | + |

IT - Shopping Cart

 It will take at least one school day for the top up to be added to your PaperCut balance.

5. Once you have finished adding your desired top up amount, *click 'Summary and Checkout'*.



IT - Shopping Cart

IT ITEMS

PAPERCUT PRINT BALANCE TOP UP X\$1 \$1.00

| Shop | Items in cart | Price |
|--------------------|---------------|---------------|
| IT | 1 | \$1.00 |
| Grand total | 1 | \$1.00 |

[Summary & Checkout](#)

Related articles

- [Scan to OneDrive](#)
- [Cancelling Queued Print Jobs](#)
- [PaperCut Web Print](#)
- [Topping up your PaperCut Account](#)