

Department Shared Accounts

Shared accounts will be utilized as an option to print a job and bill it to a different department. This will allow student workers, GA's, affiliates, etc. to charge jobs to a different department. This will also give employees an option to charge print jobs to a department other than their home index if needed.

Requesting a Shared Account

1. Please submit a ticket to our helpdesk with below information.
 - a. Department Name – this will be used to name the account.
 - b. Department Org – this will be used for billing.
 - c. Web Administrators (these are users that will manage who has access to this department account).
 - i. Web Admins can grant user access by going to <https://utgroupadmin.utoledo.edu>
 - ii. Web Admins will be responsible for adding/removing user access.
 - d. (Optional) Users that will have access to this account.
 - e. (Optional) If you would like to set a quota for this department shared account.

User Experience

- Access to these shared accounts will take affect the following morning after access has been granted.
- Users that are granted access to this account will receive a popup when they submit a print job. This popup will happen EVERY time from EVERY computer they print from.
- If a user would like to print and charge to their account, select the "Print" button.
- If a user would like to print and charge to the Department shared account, select "Charge to Shared Account", select the account you want to charge too, then "Print".

The screenshot shows a 'Print Job Notification' dialog box with the following details:

- Document name: Test Page
- Printer: pprcutss-prd01\FollowMe
- Pages: 1 (Color: 1) Cost: 3
- Print job actions:
 - Charge to my personal account
 - Charge to shared account
 - Account: Select the shared account to charge ...
- Apply to all documents in queue (Jobs: 1)
- Buttons: Print, Cancel

The screenshot shows a 'Print Job Notification' dialog box with the following details:

- Document name: Test Page
- Printer: pprcutss-prd01\FollowMe
- Pages: 1 (Color: 1) Cost: 3
- Print job actions:
 - Charge to my personal account
 - Charge to shared account
 - Account: Information Technology\Eng
- Apply to all documents in queue (Jobs: 0)
- Buttons: Print, Cancel