

WOMEN'S UNIVERSITY IN AFRICA



Addressing gender disparity and fostering equity in university education



ePrint & Copy

PRINT ONLINE ON THE GO

What Is ePrint & Copy?

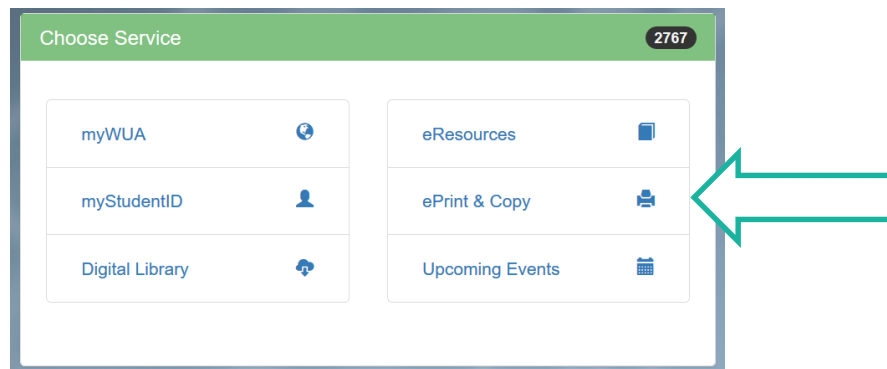
ePrint & Copy is an online electronic web based solution that was made available by the institution to allow students to be able to print their documents at the WUA Library at ease from their homes, workplace or on the go.

This facility is made available to reduce the spread of viruses on campus due to the sharing of electronic media such as flash drives, memory cards, external hard drives and other media devices that can be shared from one laptop to another.

How Do I Access ePrint & Copy Service?

The ePrint & Copy service is accessible via your student portal <http://portal.wua.ac.zw/>

Login and click “*myServices*”, from the list available click on “*ePrint & Copy*”.



Who Can Use This Service?

All Women’s University in Africa students can utilize this service. However, login credentials are required, therefore an account is required to have been created in the system either by the student or an administrator.

What Kind of Files Are Allowed?

This application only allows to send the following types of files:

- Portable Document Format (*pdf*)
- Microsoft Office Word (*doc & docx*)
- Microsoft Office Excel (*xls & xlsx*)
- Microsoft Office PowerPoint (*ppt & pptx*)

NB: All other file types will be rejected

Who Can See My Files?

This service guarantees that only you and the library personnel attending to your print request will have access to the files you will send. Other students do not have access to your documents and will only see documents they will have sent as well. This has been done to ensure there is privacy and no plagiarism is experienced for you hard work.

How Do I Send Files?

Once logged in the service follow the below steps to send files.

The screenshots illustrate the user interface for sending files. The first screenshot shows the 'Attach Files' section with a file selected and a 'Send Files' button. The second screenshot shows the 'Attach Files' section with no file chosen. The third screenshot shows the 'Sent Files' section with one file listed and a 'Delete' button.

- Click “**Choose Files**” to attach desired documents
- Click “**Send Files**” to send documents for printing
- “**Delivery Report**” at the top will show which files were successful and those that were not after clicking the send button
- Your documents will be listed under the “**Sent Files**” section
- You can choose to delete a document on the list by ticking the document and clicking “**Delete**”.

How Do I Collect My Files?

- Visit the library with your Student Identity Card.
- Claim document by stating your document name.
- Make payment and collect your document.

NB: You can choose to delete or keep files for future use.