Printing, copying and scanning
- for students

You can use your UmU card when you want to print, copy or scan. You can print from the University computers or from your computer and collect your printed pages from any public printer within the University. See next page to learn more about how to print from a private computer. For more information about the UmU card, go to: www.student.umu.se/english/during-your-studies/campus-services/campus-and-premises/umu-card

To be able to print, copy or scan using your UmU card, you need to have it connected to a PayEx account that you have topped up with money. Please note that it may take up to 3 days for PayEx to approve your account after you have created it.

How to top up your UmU card with money
Sign in, using your CAS user account at Umeå University, to: www.servicedesk.its.umu.se/MyPages/Card/PayEx/Default.aspx?language=en

There you will find links for the following steps that you need to take before you can use your UmU card for printing, copying and scanning.

1. Create a PayEx account
First, you need to create a PayEx account. If you already have a PayEx account, you may use it to top up your UmU card with money (if so, continue to step 2).

Swedish and Norwegian citizens are required to state their social security number when creating a PayEx account, and therefore do not need to follow the instructions in the bulleted list (but all students need to follow steps 2 and 3 below).

For other students:
• Choose "International" in the field for nationality. Choose your home country in the drop down menu. Choose "SEK" in the field for currency. Fill in the rest of the fields with your personal data.
• Click "Next". You will now receive an e-mail (to the address you stated in the previous step) containing information for creating a password for your PayEx account. After signing in using your PayEx password, your PayEx account has been created.
• Once your PayEx account has been created, you will receive an e-mail from PayEx, asking you to confirm your identity and that you are registered for studies at Umeå University. Scan your passport together with your UmU card* and send the pdf file to the e-mail address stated in the e-mail from PayEx.
• PayEx will need 2-3 days to review your personal data. Until your account has been approved, you will find the text “Your account is not completely verified” on the page when you try to sign in to PayEx. Once your account has been approved by PayEx, you can move on to the next step.

* If you haven’t picked up your UmU card yet, you may instead send in a certificate of registrations. Sign in to Portalen from www.student.umu.se, click the tab ‘My studies’ (Mina studier) and choose ‘Certificates’ in the left hand menu.

2. Connect your PayEx account to your UmU card
To be able to use your UmU Card for copying and printing, you need to connect it to your PayEx account. The account is the e-mail address you have chosen at PayEx. By connecting your PayEx account to your UmU card, you confirm that Umeå University may deduct money for the copies and print jobs you make.

3. Refill your PayEx account
You need to deposit money to the PayEx account that you have connected to your UmU card. There has to be enough money on your PayEx account when you start your print job, otherwise you will get an error message at the printer.
How to print from a private computer
Sign in, using your UmU card identity (CAS user name and four digit PIN code) to: https://copyprint.umu.se
After signing in, you will see this page where you upload the documents you wish to print.

When you have uploaded the document you wish to print, this pop up will appear. If given a choice, choose "UmU_copyprint" as printer.

When you have chosen all other settings and clicked "Print", your document will be added to your print queue. You can now go to any public printer that is connected to the UmU card system and print the documents of your choice, listed in your print queue.