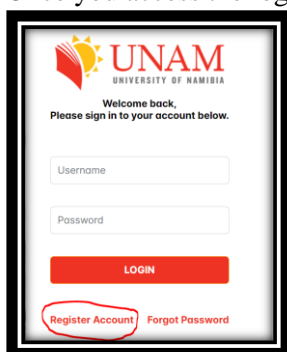


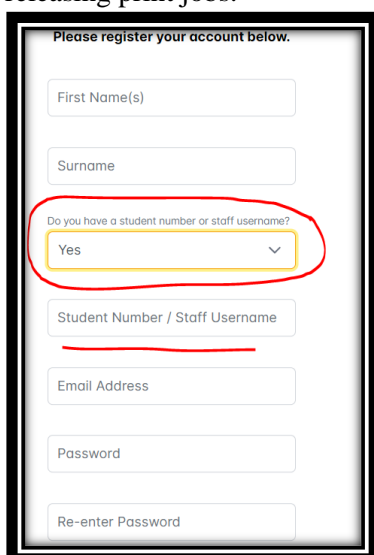
## How to register for an account on UNAM Printing Portal

Registering for an account on UNAM Printing Portal allows a student to top up credit from bank card, view print job history and access software for printing from own device such as a laptop.

1. To access the UNAM Printing Portal, navigate to this web address: <https://printing.uanm.na>. Once you access the login or landing page, click on **[Register Account]** at the bottom.



2. Complete the online form below to create your print account. The email address you specify will be your username when logging into the UNAM Printing Account. **Please note that this account is only used when access printing portal and does NOT affect any of your University-assigned logins.** You will still use your portal credentials when sending and releasing print jobs.



3. If you do not see the option “Do you have a student number of staff username” – circled in the graphic above, refresh the webpage.
4. Please take note of password complexity requirements below.
  - Password has at least **6 characters**.
  - Password has **special characters**.
  - Password has a **number**.
  - Password has a **capital letter**.
5. Once form has been completed, click on “Save” to commit.