

CED Computing Center –

HOW TO: Check Printing Balance

1) Move the mouse to the black dollar “ \$ ” sign at the bottom right hand corner

OR

1). Right click on red “N” icon at the bottom right hand corner

2). Select “User ... for CED-TREE “

3). Then select “Login Account Information”

4). The account Balance is your printing account balance

(The last 2 digits are decimals. Ex: 4560 means \$45.60 on your printing account balance)