1.   Access the Library website. For example:

https://smartalec.smartalecprint.com/smartalec?ID=CPPLLA

FIRST TIME USER

1. From the Welcome Screen, click [First Time User].
2. On the next screen, enter a valid Email or Phone.
3. If email or phone number is not entered, message will display:

   You must enter email address or Phone number

4. **You can enter your library card and pin here if you have one**, otherwise the system will generate one for you to use.
5. Click [Submit].
6. Confirmation message will display when account is created:

   You have created an account successfully, please log in

7. The ID and PIN will be sent to you either via Email or Text message.
8. Make note of the ID and PIN. You can now login with this ID and PIN.
9. If incorrect information is entered, message will display:

   Invalid login attempt.

10. After successful login, the Account Info screen will display.
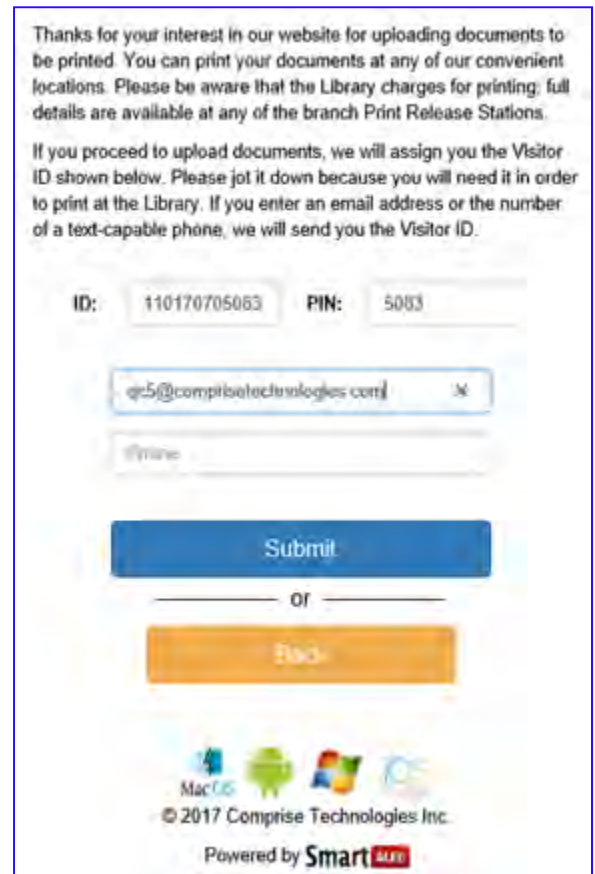
1. Enter Library Card and PIN to login at the Welcome Screen.

2. After successful login, the Account Info screen will display.

Welcome to the Library's website to upload your print documents. Once uploaded, documents can be printed at any of our convenient locations.

Library members can log in by entering their Library Card Number and PIN. If you are not a member, please select the [Visitor] button to begin

11110170705083

••••

Log in

——————— or ———————

First Time User

MacOS

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UPLOAD DOCUMENTS

To Upload Documents:

1. From the Account Info screen
2. Click [Browse]
3. Navigate to and double click the desired document
4. Return to the Account Info screen
5. Click [Upload]

Account Info

$ SAM Balance 0

Documents 0

⬆ Upload Documents —

Step 1

Select a file to upload

Browse...

Only pdf, doc, docx, xls, xlsx, ppt, pptx, csv, txt, html, rtf, jpg, png, and bmp file is allowed.

Step 2

Upload

Document Name	Pages	Upload Date	Expiration Date	Preview	Delete

🖨 Printed Documents 0 +

MacOS

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6. File uploaded successfully confirmation message will appear.

	Document Name	Pages	Upload Date	Expiration Date	Preview	Delete
• File uploaded successfully!						
	test2.bmp	1	7/5/2017 2:31:24 PM	7/12/2017 2:31:24 PM	Preview	Delete

7. The file will be added to the list
8. Click [Preview] to preview the document
9. Click [Delete] to remove document from the list
10. Go to a Print Release Station to release and print the document.