



Purchasing Additional Pages

1. Go to <https://apps.ni.edu/billing/billing.php>
2. Enter your username and password.
3. Choose **Personal** for Billing Type.
4. Click **Authenticate**.
5. If you have not been on this site before it will pop up with a page saying "A personal account has not been set up for <username>." Click **Request personal account code** to continue. Your account code is what Technology uses for billing purposes such as purchasing printing units.

6. Click **View/Purchase Lab Printing Units**.
Your current number of units available will display in **RED**.
7. Click **Purchase 50 additional units for \$1** once for each 50 units that you wish to purchase.
8. Printing Costs:
 - a. Black & White: 1 page = 1 unit.
 - b. Color: 1 page = 10 units.
9. Each student enrolled in one or more class hours will receive 500 units at the start of each semester.

The removal of credits each semester will occur on New Year's Eve and Memorial Day.