

Procedure for Purchasing Printing or Supplies

Academic Computing Services
Teachers College

Purchasing Printing or Supplies

Academic Computing Services has begun using a new procedure for purchasing printing and supplies in our labs.

WE NO LONGER ACCEPT CASH

Valid payment options include:

- CashNet (credit card) online payments
- Cash payments via Student Accounts
- Personal Checks

CashNet

- CashNet is the means by which students can purchase printing or supplies via debit or credit cards. The link to CashNet can be found on the Computing and Technology homepage on the Teachers College website, <http://www.tc.columbia.edu/computing> as demonstrated in the next slide.

Search Computing & Technology

Go

Computing & Technology

Teachers College, Columbia University

Announcements

[Draft Guidelines on TC Community Email](#)

Comments please e-mail Ena Haines, Director of Information Technology.

Info for New Students

Computing questions? Please check our FAQ's (frequently asked questions):

- ⌘ [Student FAQ's](#)
- ⌘ [Faculty/Staff FAQ's](#)

All students, faculty, and staff using TC's wireless network should [register their laptops here](#).

Cashnet

Click [here](#) to pay for workshops, lab printing and supplies through Cashnet

Lab Hours

242 Horace Mann Computing Center

Monday - Thursday: 9:30 A.M. - 11:30 P.M.
Friday: 9:30 A.M. - 10:00 P.M.
Saturday & Sunday: 10:00 A.M. - 10:00 P.M.

345 Macy Computing Center

Monday - Friday: 1:00 P.M. - 9:00 P.M.
Saturday: 10:00 A.M. - 6:00 P.M.
Sunday: CLOSED

Instructional Media Lab (265 Macy)

Monday, Tuesday, Wednesday, Thursday, Saturday: 1:00 P.M. - 6:00 P.M.
Friday and Sunday: CLOSED

Contact Info

- ⌘ Computing Help Desk (Faculty & Staff Only) **x3300**
- ⌘ Telecommunications Help Desk **x3456**
- ⌘ Academic Computing Services (Student Support) **x3302**
- ⌘ Media Services **x3822**

Technology Support Newsletter

- ⌘ [Student Newsletter](#)
- ⌘ [Faculty Newsletter](#)

Previous Issues

- ⌘ [Student Newsletter](#)
- ⌘ [Faculty Newsletter](#)

Policy Information

[Policy on Acceptable Use of Information Technology Resources at Teachers College](#)

[Responsible Use of Electronic Resources: Use of Copyrighted Material on Columbia's Computer Systems](#)

Computer Security at TC: Information & Advisories

[Basic Security Measures](#)

[Policy on Windows Vista](#)

Upcoming Workshops

- ⌘ [Powerpoint Basics](#)
9/23/2009 11:00:00 AM
- ⌘ [Basic Excel](#)
9/23/2009 1:00:00 PM
- ⌘ [Word Beyond the Basics](#)
9/24/2009 11:00:00 AM
- ⌘ [Introduction to HTML](#)
9/24/2009 1:00:00 PM
- ⌘ [Acrobat Clinics](#)
9/25/2009
- ⌘ [Adobe Acrobat](#)
9/25/2009 11:00:00 AM
- ⌘ [Basic Excel 1](#)
9/25/2009 1:00:00 PM
- ⌘ [Computer Networks and Wireless Setup](#)
9/26/2009 12:00:00 PM
- ⌘ [Introduction to SPSS](#)
9/29/2009 11:00:00 AM
- ⌘ [Animation on the web with Flash](#)
9/29/2009 1:00:00 PM
- ⌘ [Introduction to SPSS](#)
9/30/2009 11:00:00 AM
- ⌘ [Animation on the web with Flash](#)
9/30/2009 1:00:00 PM
- ⌘ [More Workshops >>](#)

Search [home](#)[your account](#)[browse catalog](#)[basket](#)

Computing & Technology

Teachers College, Columbia University

ACADEMIC COMPUTING SERVICE

Teachers College, Columbia University
Academic Computing Services
525 W 120th Street, TC Box 043
Horace Mann, Room 234
New York, NY 10027

Please Log In

Registered Users

If you have previously registered with us, please enter your user name and password so that we can access your account information.

User Name

Password

[Forgot your password?](#)

New Registration

If you have never registered with us, please click Register so that an account can be created for you.

Computing & Technology
Faculty / Staff Support:
Phone: 212-678-3300
Email: helpdesk@tc.columbia.edu
Student Support:
Phone: (212) 678-3302
Email: acs@tc.columbia.edu
(web6)

This is the
CashNet
login page.

Returning
users login
here.

New users
can setup
accounts.

Teachers College, Columbia University - ACS

https://commerce.cashnet.com/CASHNETB/selfserve/youraccount.aspx INFORMED DECISIONS CORP Google

Popular Print Manage...redit Agent

Search home your account **browse catalog** basket sign out

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Christopher Doucet

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New York, NY 10027

Your Recent Payments [View All](#)
You have no recent payments.

Saved Payment Methods
You have no saved payment methods.

Account Details
Name: Christopher Doucet [Change](#)
Email: Doucet@tc.edu [Change](#)
[Change your password.](#)
[Change your secret question.](#)
[SMS Alert Setup](#)

Computing & Technology
Faculty / Staff Support:
Phone: 212-678-3300
Email: helpdesk@tc.columbia.edu
Student Support:
Phone: (212) 678-3302
Email: acs@tc.columbia.edu
(web6)

This is the individual account page.

Individuals can browse for new “items” to purchase by clicking on the “browse catalog” link.

Search home your account browse catalog basket sign out

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[PRINTING](#)

[ACS WORKSHOPS](#)

[SUPPLIES](#)

My Basket

Item(s): 0

Total: 0

Your basket is empty.

[View basket](#)

[Checkout](#)

Computing & Technology
Faculty / Staff Support:
Phone: 212-678-3300
Email: helpdesk@tc.columbia.edu
Student Support:
Phone: (212) 678-3302
Email: acs@tc.columbia.edu
(web6)

This is the catalog page, where students can purchase Printing or Supplies.

Search home your account browse catalog basket sign out

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[HOME](#) » [PRINTING](#)[PRINT BLACK AND WHITE PAGES](#)[PRINT COLOR PAGES](#)

My Basket

Item(s): 0

Total: 0

Your basket is empty.

[View basket](#)[Checkout](#)

Computing & Technology
Faculty / Staff Support:
Phone: 212-678-3300
Email: helpdesk@tc.columbia.edu
Student Support:
Phone: (212) 678-3302
Email: acs@tc.columbia.edu
(web6)

When printing is selected, individuals will see this page.

Teachers College, Columbia University - ACS

https://commerce.cashnet.com/CASHNETB/selfserve/EditItem.aspx?PC=ACS-PBW+ INFORMED DECISIONS CORP

Search home your account browse catalog basket sign out

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HOME » [PRINTING](#)



PRINT BLACK AND WHITE PAGES

Quantity:

BLACK AND WHITE PRINT

To purchase this item, select the quantity from the list above and click on the 'Add to basket' button.

[Add to basket](#)

My Basket

Item(s): 0 Total: 0

Your basket is empty.

[view basket](#) [Checkout](#)

This page allows users to choose the amount of “units” (single side of a page) they would like to purchase.



ACADEMIC COMPUTING SERVICE
Christopher Doucet

Teachers College, Columbia University
Academic Computing Services
525 W 120th Street, TC Box 043
Horace Mann, Room 234
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| | | | |
|-----------------------------|------|--------|--------|
| PRINT BLACK AND WHITE PAGES | Edit | Delete | \$1.00 |
| 20 | | | |

Total Amount \$1.00

Continue Shopping

Checkout

Computing & Technology
Faculty / Staff Support:
Phone: 212-678-3300
Email: helpdesk@tc.columbia.edu
Student Support:
Phone: (212) 678-3302
Email: acs@tc.columbia.edu
(web6)

This is the basket, where individuals can edit the items they would like to purchase or checkout.



Computing & Technology






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New York, NY 10027

Enter credit card information

| | | | | | | | |
|-----------------------|--|---|---|---|---|---|--|
| Credit Card Number | <input type="text"/> | We accept: |  |  |  |  |  |
| Expiration Month | <input type="text" value="Select Month"/> | | | | | | |
| Expiration Year | <input type="text" value="Select Year"/> | | | | | | |
| Cardholder Name | <input type="text"/> | | | | | | |
| Address | <input type="text"/> | Enter the address where you receive the bill for this card. | | | | | |
| City | <input type="text"/> | | | | | | |
| State/Province/Region | <input type="text"/> | | | | | | |
| Zip/Postal Code | <input type="text"/> | | | | | | |
| Country | <input type="text" value="United States"/> | | | | | | |
| Card ID Code | <input type="text"/> | Enter the three or four digit code from your card. help | | | | | |
| Email Address | <input type="text" value="Doucet@tc.edu"/> | | | | | | |

(Optional) Please provide a name for this payment method to be saved for future use :

(You will have an opportunity to confirm/review transaction before submitting)

This is the
checkout
page.

Individuals
can save
their
information
for future
use here.

ACADEMIC COMPUTING SERVICE

[Print Receipt](#) [Close Window](#)

Teachers College, Columbia University
Academic Computing Services
525 W 120 Street, TC box 043
Horace Mann Hall, Room 234
New York, NY 10027

Receipt Number: 2
Customer:
ACS Location
09/22/2009

Email Address:

| Description | Amount |
|---------------------------------|---------|
| 200 PRINT BLACK AND WHITE PAGES | \$10.00 |
| Total | \$10.00 |

| Payments Received | Amount |
|---|---------|
| SP Credit Card Over the Web MasterCard XXXXXXXXXXXX Authorization # | \$10.00 |
| Total | \$10.00 |



Thank you for your payment for Academic Computing Services.

ALL RECEIPTS MUST BE PRINTED. There is a dedicated computer in each lab for CashNet.

This is a sample receipt. Once the amount has been added to the student's account, the "completed" stamp should be applied and the receipt is kept in the cash box.

Cash Payment

Students can make cash payments at the Office of Student Accounts, room 133 Thompson Hall, between the hours of 9am and 6pm Monday – Thursday, and 9am and 5pm on Fridays. At all other times, students must use a different method.

Consultants must provide students with a cash payment slip to bring with them to Student Accounts. **STUDENTS MUST BRING YELLOW AND PINK COPIES BACK TO LAB TO RECEIVE SUPPLIES OR PRINTING CREDIT.**

TEACHERS COLLEGE COLUMBIA UNIVERSITY
Academic Computing Service - 2nd Floor - Horace Mann Building
525 W. 120th Street, New York, NY 10027

Name: _____ Date: _____
UNI or email account: _____

Payment for Workshop(s)

| Workshop Name | Amount |
|-------------------------------|--------|
| | \$ |
| | |
| | |
| Total credited to 135101-5612 | \$ |

Payment for Printing/Supplies in Computer Lab (minimum \$1)

| | |
|-------------|----|
| 135101-5612 | \$ |
|-------------|----|

Cash Payment

Cash payment for printing or supplies will be listed here.

TEACHERS COLLEGE COLUMBIA UNIVERSITY
Academic Computing Service - 2nd Floor - Horace Mann Building
525 W. 120th Street, New York, NY 10027

Name: _____ Date: _____

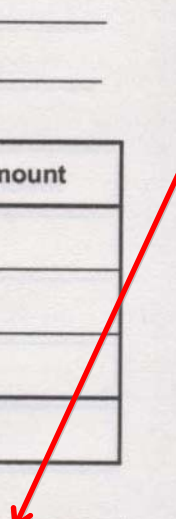
UNI or email account: _____

Payment for Workshop(s)

| Workshop Name | Amount |
|-------------------------------|--------|
| | \$ |
| | |
| | |
| Total credited to 135101-5612 | \$ |

Payment for Printing/Supplies in Computer Lab (minimum \$1)

| | |
|-------------|----|
| 135101-5612 | \$ |
|-------------|----|



Once the desired amount has been added to the student's account or supplies are provided, stamp the yellow and pink copies "completed", keep the pink copy, and return the yellow copy to the student.

Payment via Personal Check

- All personal checks can be accepted in the labs. Checks **MUST** be made payable to Teachers College. Checks made payable to cash are **NOT ACCEPTABLE**.
- Students **MUST** put their UNI in the memo field on the checks.
- **DO NOT USE CASH RECEIPTS FOR CHECKS.**