



Printing Services

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CopyGuard

The end of the anonymous copy

Printing Services will soon launch CopyGuard, a new, fully automated system for tracking copy usage on campus. The most important advantages of this system are providing departments with the ability to track copier usage by individual user including: the number of copies made by each person by CLID, where the copies were made, and when each copy session occurred. In an effort to provide a smooth transition for this system, we will need to activate accounts in advance. Below is the information that will be necessary for each account(s) activation. We will start collection of this information soon.

- **Account number(s)**
You must provide one or more account numbers to charge copy usage. Each account authorization will be a separate request.
- **Authorizing person**
Name, contact information, and signature of person authorizing expenditures on the account
- **Contact person**
Name and contact information for the person handling day-to-day matters on the account
- **Monetary limit on account**
Will the account have a monetary limit for copying during the fiscal year or have unlimited monetary access? If a monetary limit is imposed, what will happen when the account balance zeros out? Will you run a negative balance or halt copy usage until further notice?
- **List of users for each authorized account**
This list will be the CLID of each individual authorized with copy usage privileges. A user will be able to have access to multiple accounts.

Reminder: This advance notification is to encourage you to gather the required information in anticipation of a formal request to provide the information to authorize your accounts for copy usage.