Printing Services

CopyGuard

337-482-6341 • fax 337-262-1031

CopyGuard Registration
http://info.louisiana.edu/geaux/CGregistration

CopyGuard registration now open! Using CopyGuard will be required to continue using Printing Services Copiers. Register today! CopyGuard is our new, fully automated system for tracking copy usage on campus and will provide the ability to track copier usage by individual, by count, by time and by place. We are ready to accept your information so we can load it into the system.

Please visit **http://info.louisiana.edu/geaux/CGfaq** for specific instructions on how to activate your CopyGuard account. All forms necessary may be found on the web, but you have the option of filling them out electronically or using traditional methods.

Here's How…

▸ **Step 1 - Get the FAQ at http://info.louisiana.edu/geaux/CGfaq**
You will learn how to add and delete accounts, add and delete users, and how to submit your information.

▸ **Step 2 - Access the Account Form at at http://info.louisiana.edu/geaux/CGacct**
This step will enable your account to be used for photocopying. You can fill out this form by typewriter, on your computer, and even sign it on your computer (via digital signatures). You may then turn it in by drop off, campus mail, fax or electronic delivery. Just see the FAQ for instructions (2, 3, 8, 10).

▸ **Step 3 - Access the User Form at at http://info.louisiana.edu/geaux/CGuser**
This step will enable you to add users to the list of people who can use the account you activated in Step 2. You can fill out this form by typewriter, on your computer, and even sign it on your computer (via digital signatures). You may then turn it in by drop off, campus mail, fax or electronic delivery. Just see the FAQ for instructions (4, 5, 6, 7, 10).

▸ **Where are the copiers I can use? See http://info.louisiana.edu/geaux/CGmap**

▸ **More Help Needed? Just call Printing Services at 482-6341.**