WEPA is a new and easy printing system that Virginia Western Community College has implemented for students on campus.

How to Use (Steps)

1) Go to www.wepanow.com, log-in to your WEPA account, which has already been created, using your student email address and Blackboard password.

2) Choose your method of payment for purchasing Print Credits.
   a. You can purchase WEPA Print Cards from the college bookstore on campus.
   b. You can use your debit/credit card to purchase print credits by logging into your account at www.wepanow.com.
   c. You can swipe your card at the WEPA kiosk. (There is a surcharge for using a credit card at the machine.)

3) Print your files using any of these three methods: Direct from any computer in the computer lab or library, print from your USB device by plugging it directly into the kiosk, or print by web upload (simply download the WEPA Student Print Driver at home on your own laptop or desktop computer).
   a. Make sure to select BW or Color.
   b. After selecting print, enter your username/email address
   NOTE: You will enter this in a blue window that will appear after you select “Print”
   c. Walk up to any kiosk and login with your username and password
   d. Follow the onscreen instructions and print your document(s)

4) You can also print from your computer to any WEPA kiosk on campus!
   a. Go to www.wepanow.com
   b. Click the Print Now logo
   c. Click login
   d. Enter your username & password
   e. Click Print Now
   f. Browse and select your document(s)
   g. Upload and send to WEPA
   h. Walk up to any kiosk and login to release your prints

(Your files will be held at every WEPA kiosk on campus for 24 hrs.
After 24 hrs all files will be deleted from your account.
You can re-upload your files to your account as many times as you need to.)
5) Print directly from your USB Jumpdrive at any WEPA!
   a. At the WEPA, select “Print from USB”
   b. Insert your USB Jumpdrive into the USB port
   c. Wait for your documents to appear and select the document(s) you wish to print
   d. Use your WEPA Account, Print Card, or Debit/Credit Card to print.

6) The default setting for the WEPA printers is for single-sided copies, to avoid charges for multiple pages when only one page (front and back) is needed, be sure to select “duplex” printing to get double-sided copies (printed front and back of a single page).

Go to www.wepanow.com for more detailed information.