1. Find a copier or printer (Note: If the touch screen dark, press the “Energy Saver” button at upper right).

2. Swipe your OneCard at right.
3. Enter your TigerMail username only (JFrost42@tigermail.qcc.cuny.edu). Enter your TigerMail password when prompted.

4. Your account balance will display. Press “OK”.

5. Press “Logout” on the lower left corner of the screen. Your OneCard is now registered.