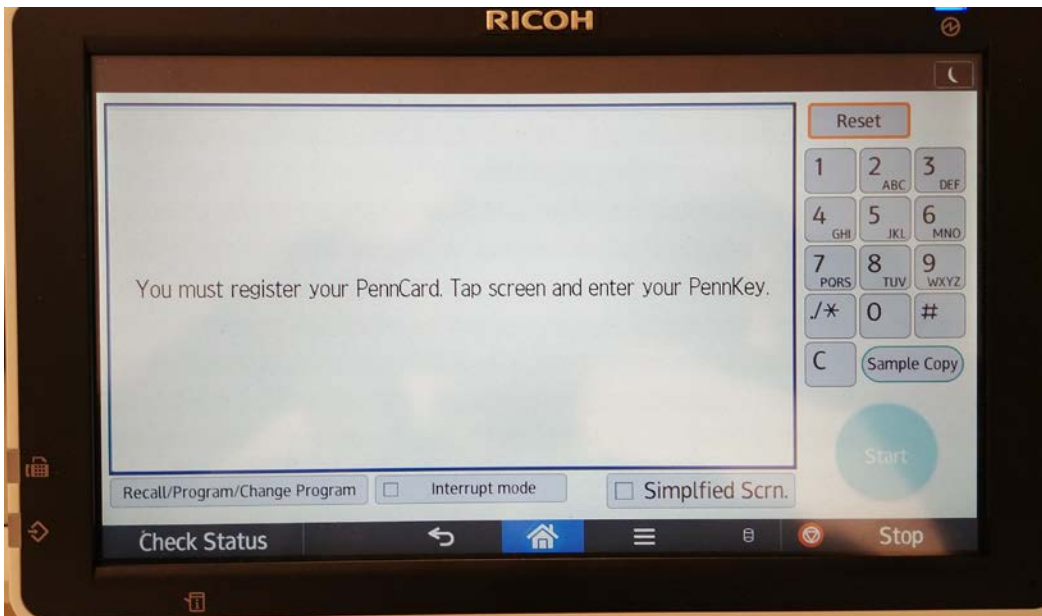


## CARD REGISTRATION INSTRUCTIONS

Tap or hold your PennCard on or over the card reader for about 2 seconds and you will hear a beep and see a green light flash on the card reader. A message will come on the printer screen that says you must register your PennCard.



Tap the screen with your finger and enter your Pennkey Username (whatever is before the "@" in your school email) and then your Nursing Password. For **Non-Nursing Students**, your password is Nursingxxxxxxxx (where the x's is your Penn ID number). This step is only for the initial tap of your PennCard. Once you have done this step, you will only need to tap your PennCard to print from that point on.

If you tap your PennCard on the Card reader and nothing happens, you will need to visit the PennCard Center on the 2<sup>nd</sup> floor of the Penn bookstore and have the Black Board Application put on your PennCard, this is a quick process. Once this is done, you should be able to register your PennCard on the new printing system.