

Setting up Your ID Card

For Printing, Scanning, and
Making Copies

Step One.

Visit the Library Copy Room

You can use any one of the four printer/copier machines in the student copy room to set up your ID card for printing and copying.

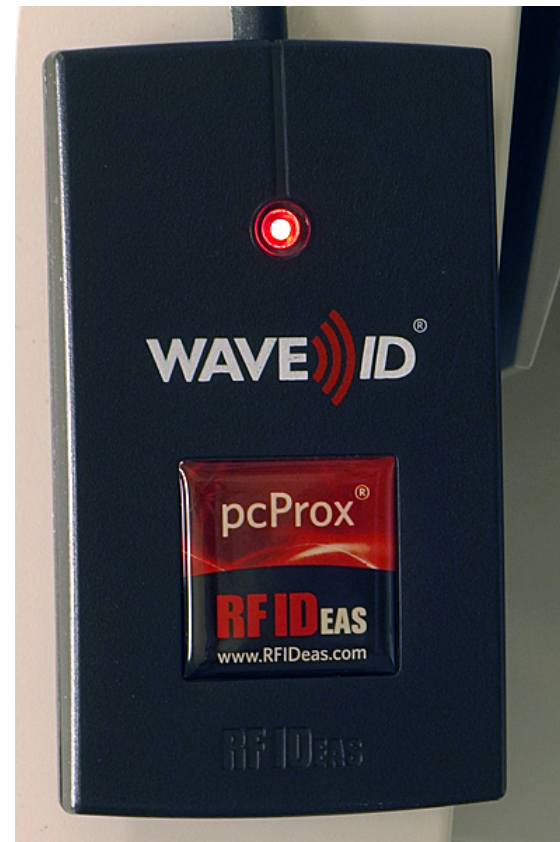


Step Two.

Scan Your Student ID Card

Place your student ID card directly over a card reader located on a printer/copier.

A beep will sound and the interface screen will change to a user name and password prompt.

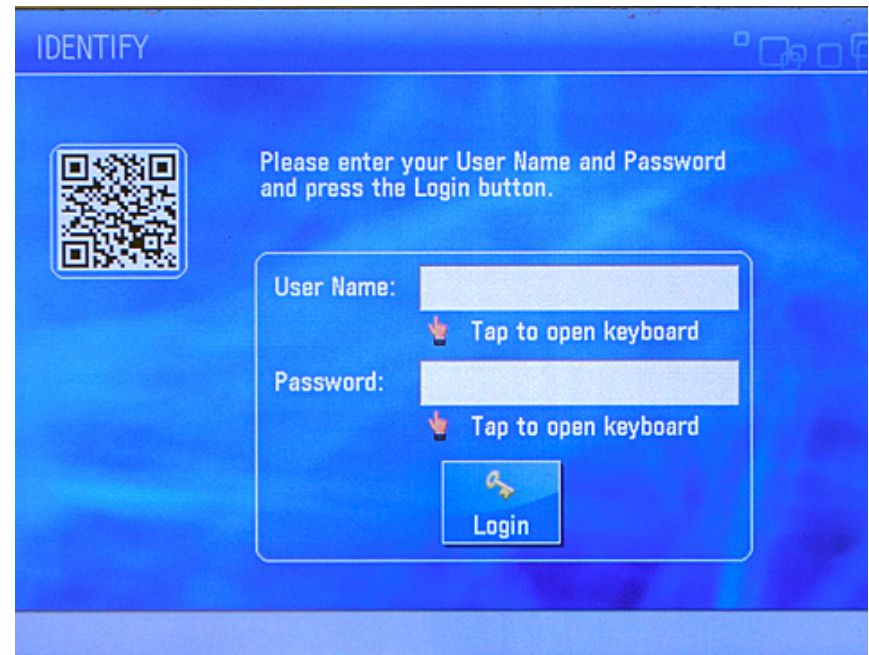


Step Three.

Enter Your User Name and Password

Enter your user name (firstname.lastname only) and your network password into the appropriate fields. Press the “Login” button.

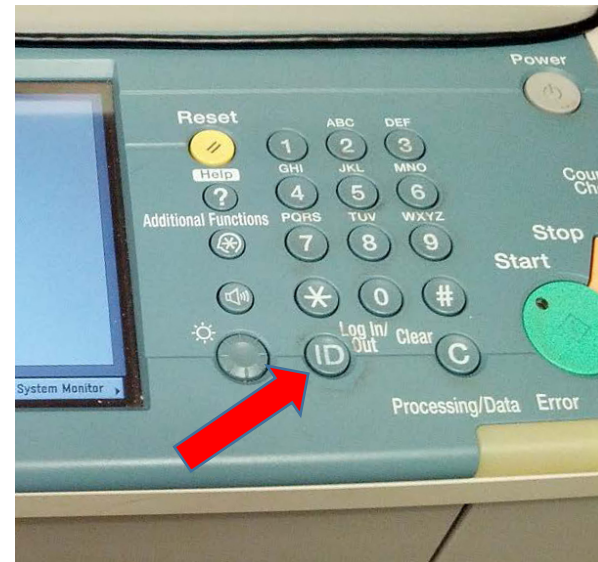
Do not enter @mitchellhamline.edu into the user name field.



The screenshot shows a mobile application interface for logging in. At the top, the word "IDENTIFY" is displayed in white on a blue background. Below this, there is a QR code on the left and a text prompt on the right: "Please enter your User Name and Password and press the Login button." The main form area contains two input fields: "User Name:" and "Password:". Each field has a hand icon and the text "Tap to open keyboard" next to it. Below the password field is a blue button with a key icon and the text "Login".

Step Four. Log Out

Click on the ID button to log out. While the Uniflow system will automatically log users out after one minute of inactivity, it is good practice to log out whenever you are done printing so that others can't use your account.



You Are Now Ready to Print

Your Mitchell Hamline ID card is now synched to the Uniflow printing system. You do not need to enter your user name and password for each printing job—simply swipe your ID card over the card scanner.

For printing instructions, please see: [Printing at Mitchell Hamline](#)

For additional assistance, contact the Circulation Desk.

