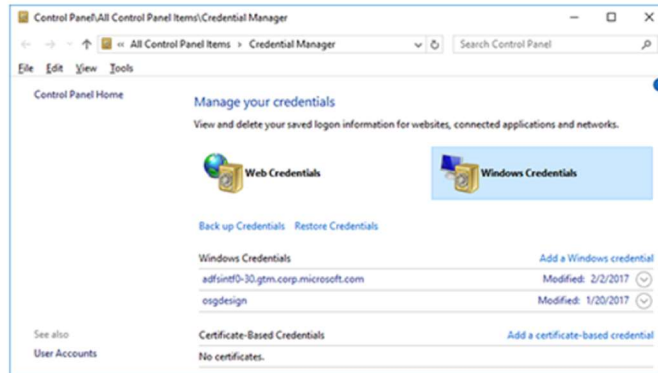


Accessing Credential Manager

Credential Manager allows you to view and delete your saved login information for websites, connected applications and networks.

1. To open Credential Manager, select the **Start** button and search for **Control Panel**.
2. Select **User Accounts > Credential Manager**. From this screen, you can manage **Web Credentials** and **Windows Credentials**.



1. Click **Windows Credentials**

Control Panel > All Control Panel Items > Credential Manager

Manage your credentials

View and delete your saved logon information for websites, connected applications and networks.



[Back up Credentials](#) [Restore Credentials](#)

Windows Credentials

[Add a Windows credential](#)

No Windows credentials.

Certificate-Based Credentials

[Add a certificate-based credential](#)

No certificates.

Generic Credentials

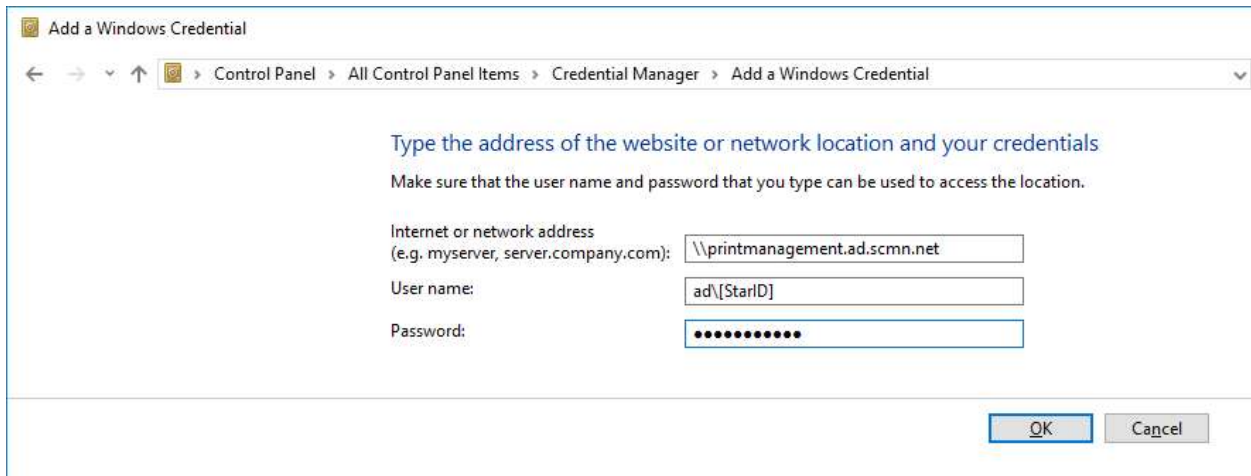
[Add a generic credential](#)

virtualapp/didlogical

Modified: 9/19/2014

2. In the “Windows Credentials” Section, click **Add a windows Credential**

3. Enter the following info to the fields: (items in the brackets [] are your credentials)
 - a. \\printmanagement.ad.scmn.net
 - b. ad\[StarID]
 - c. [StarID Password]

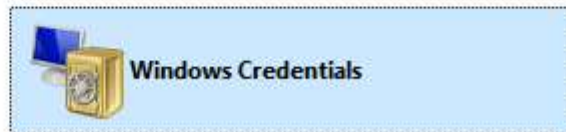


- 4. Click **OK**, this should add “printmanagement.ad.scmn.net” under Windows Credentials

nel > All Control Panel Items > Credential Manager

Manage your credentials

View and delete your saved logon information for websites, connected applications and networks.



[Back up Credentials](#) [Restore Credentials](#)

Windows Credentials

[Add a Windows credential](#)

printmanagement.ad.scmn.net

Modified: Today

Certificate-Based Credentials

[Add a certificate-based credential](#)

No certificates.

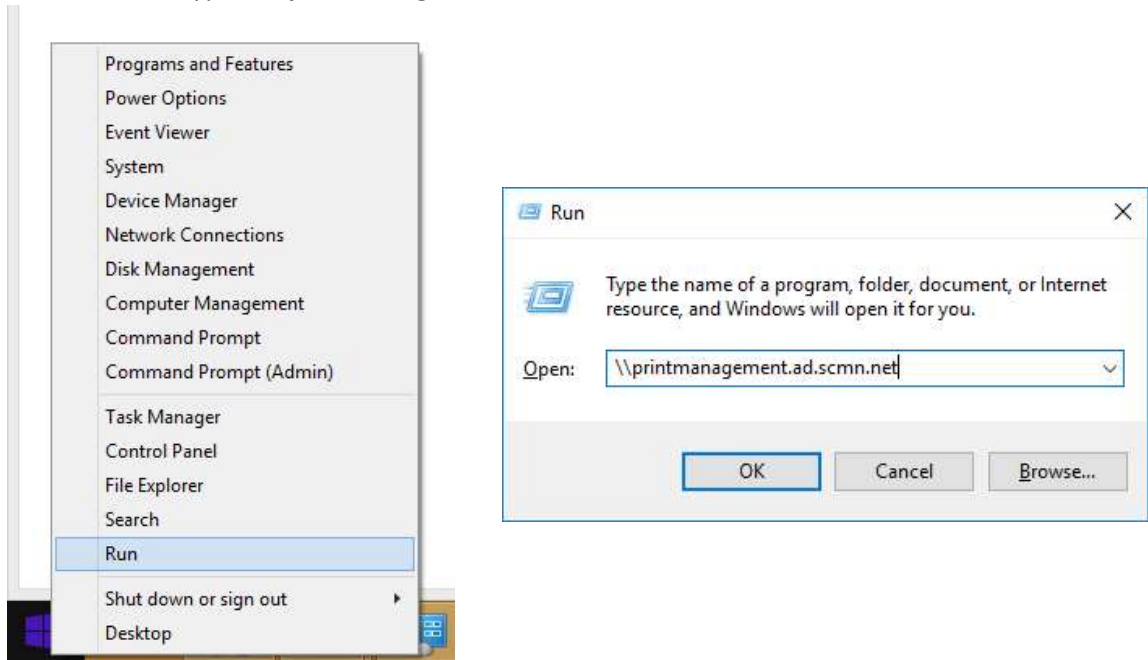
Generic Credentials

[Add a generic credential](#)

- 5. **Right Click the Windows Icon** (Lower left corner of the screen)



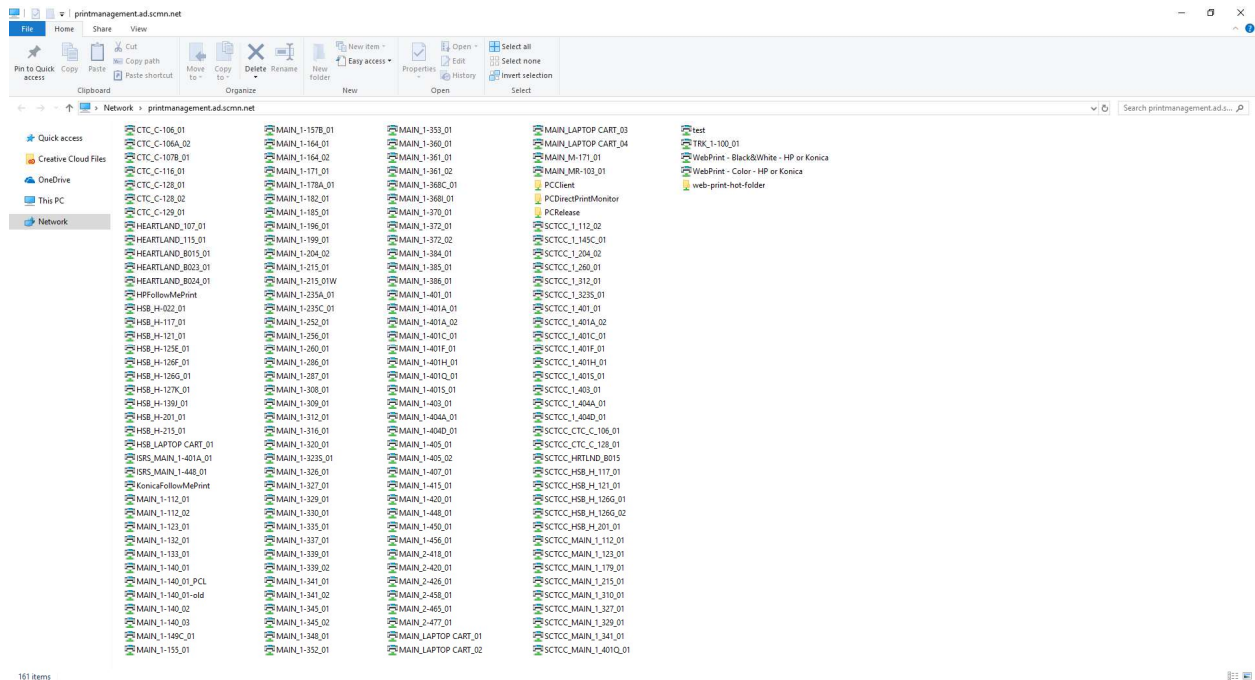
6. Click **Run**, and type: `\\printmanagement.ad.scmn.net`



7. Press **Enter** or click **OK**

8. A printer list should appear, simply double click the printer you wish to add

- Wait for the installation box to appear, and it will install itself
- The dialogue box should say the printer was successfully added



9. Repeat steps 8-11 to add additional Printers

- You will need to update your Credential Manager when you change your StarID password

Releasing Your Print Job

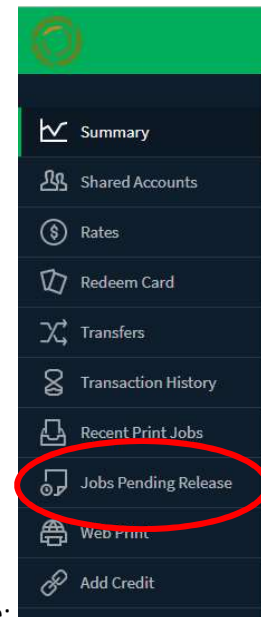
In most cases on campus, your print will not print off unless you “release” it from our print server.

10. Go to the following URL: <http://printmanagement.ad.scmn.net:9191>



The image shows the login page for St. Cloud Technical & Community College. The page features the college's logo at the top right, which consists of a green circle with a white and orange design inside. Below the logo, the text "ST. CLOUD TECHNICAL & COMMUNITY COLLEGE" is displayed in a serif font. Underneath, it says "A member of Minnesota State". The login form includes three fields: "Username" with "StarID" entered, "Password" with a masked password of "*****", and "Language" with "English" selected from a dropdown menu. A green "Log in" button is positioned at the bottom of the form.

11. Enter your StarID and password on the page and click “Log in”



12. Click on the “Jobs Pending Release” button on the left side of the page:

13. You will be directed to the jobs pending release – select the print job you want to print, and click “Print”

1 job pending release with cost \$0.04 ✔ Auto refresh (52) Refresh Now

Your balance: \$0.18

Release All Cancel All

SUBMIT TIME ↓	PRINTER	DOCUMENT	CLIENT	PAGES	COST	ACTION
Oct 1, 2018 12:06:51 PM	printmanagement\KonicaFollowMePrint	PaperCut MF : Summary	D1284833	1	\$0.04	[print] [cancel]

14. Your print job should print soon at the printer you selected.