## **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

ntrol Panel 🔸 All Control Panel Items 🔺 Credential Manager	
Manage your credentials	
View and delete your saved logon information for w	vebsites, connected applications and networks.
Web Credentials	Windows Credentials
Back up Credentials Restore Credentials	
Back up Credentials Restore Credentials Windows Credentials	Add a Windows credential
Back up Credentials Restore Credentials Windows Credentials No Windows credentials.	Add a Windows credential
Back up Credentials Restore Credentials Windows Credentials No Windows credentials. Certificate-Based Credentials	Add a Windows credential Add a certificate-based credential
Back up Credentials Restore Credentials Windows Credentials No Windows credentials. Certificate-Based Credentials No certificates.	Add a Windows credential Add a certificate-based credential
Back up Credentials Restore Credentials Windows Credentials No Windows credentials. Certificate-Based Credentials No certificates. Generic Credentials	Add a Windows credential Add a certificate-based credential Add a generic credential

- 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]

← → Y ↑ 🙆 > Control Panel >	All Control Panel Items > Credential Manag	er > Add a Windows Credential	~
	Type the address of the websi	te or network location and your cred	lentials
	Make sure that the user name and pass	word that you type can be used to access the lo	cation.
	Internet or network address	\\printmanagement.ad.scmp.net	
	(e.g. myserver, server.company.com): User name:	ad\[StarlD]	
	Password:	•••••	
			Cancel

4. Click OK, this should add "printmanagement.ad.scmn.net" under Windows Credentials

el >	All Control Panel Items	Credential Manager
	All Control Panel items /	Credential Mana

### Manage your credentials

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



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

Programs and Features	
Power Options	
Event Viewer	
System	
Device Manager	/ Run X
Network Connections	
Disk Management	Type the name of a program folder document or interact
Computer Management	resource, and Windows will open it for you.
Command Prompt	
Command Prompt (Admin)	Open: \\printmanagement.ad.scmn.net ~
Task Manager	
Control Panel	
File Explorer	OK Cancel <u>B</u> rowse
Search	
Run	
Shut down or sign out	
Desktop 📰	

#### 7. Press Enter or click OK

- 8. A printer list should appear, simply double click the printer you wish to add
  - a. Wait for the installation box to appear, and it will install itself
  - b. The dialogue box should say the printer was successfully added

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2					View	File Home Share
		Select all	n * 📝 🔛 Open *	X = New item	K Cut	* 🖹 📋
		Select none	ess * Properties Zedit	y Delete Rename New Easy acce	Copy path Move Cop	Pin to Quick Copy Paste
		Invert selection	- History	- folder	Paste shortcut to - to -	access
		Select	Open	Organize New	C	Clipboard
✓ ♂ Search printmanagement.ad.s				:mn.net	work > printmanagement.ad.sc	← → ~ ↑ 💻 > Ne
	Etart	MAIN LAPTOP CAPT 03	AMAIN 1-353 01	AMAIN 1-1578 01	CTC C-105 01	
	TEK 1.100.01	MAIN LAPTOP CART 04	MAIN 1-360 01	AMAIN 1-164 01	CTC C-1064 02	🖈 Quick access
	WebPrint - Black&White - HP or Konica	AMAIN M-171 01	AMAIN 1-361 01	MAIN 1-164 02	CTC C-1078 01	Creative Cloud Files
	WebPrint - Color - HP or Konica	MAIN MR-103 01	MAIN 1-361 02	MAIN 1-171 01	CTC C-116.01	Creative cloud rifes
	web-print-hol-folder	BCClient	MAIN 1-368C 01	AMAIN 1-1784 01	CTC C-128 01	a OneDrive
	Z neo print net router	PCDirectPrintMonitor	MAIN 1-368L01	MAIN 1-182 01	CTC C-128 02	This DC
		DC Palazza	CAAAIN 1-270 01	AANN 1-195 01	CTC C-129.01	This PC
		SCICC 1 112 02	AMAIN 1-372 01	AMAIN 1-195 01	HEARTLAND 107 01	Interview
		SCTCC 1 145C 01	MAIN 1-372 02	AMAIN 1,199 01	CHEARTLAND 115 01	
		SCTCC 1 204 02	AAAIN 1-224 01	AAIN 1-204 02	HEARTLAND POIS OF	
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		SCICC_140IH_01	MAIN_1-401H_01	MAIN_1-286_01	-H28_H-120F_01	
		SCICC_14015_01	2 MAIN_1-4010_01		CHSB_H-1200_01	
		SCICC_1_403_01		-MAIN_1-308_01	2 HSB_H-12/K_01	
		SCICC_1_404A_01	MAIN_1-403_01	TMAIN_1-309_01	HSB_H-139J_01	
		SCICC_1_404D_01	MAIN_1-404A_01	MAIN_1-312_01	HSB_H-201_01	
		SCTCC_CTC_C_106_01		MAIN_1-316_01	HSB_H-215_01	
		2 SCICC_CIC_C_128_01		-MAIN_1-320_01	HSB_LAPTOP CART_01	
		SCTCC_HRTLND_B015	MAIN_1-405_02	MAIN_1-3235_01	SRS_MAIN_1-401A_01	
		SCTCC_HSB_H_117_01	MAIN_1-407_01	MAIN_1-326_01	TISRS_MAIN_1-448_01	
		SCTCC_HSB_H_121_01	MAIN_1-415_01	MAIN_1-327_01	KonicaFollowMePrint	
		SCTCC_HSB_H_126G_01	MAIN_1-420_01	MAIN_1-329_01	MAIN_1-112_01	
		SCTCC_HSB_H_126G_02	MAIN_1-448_01	MAIN_1-330_01	MAIN_1-112_02	
		SCTCC_HSB_H_201_01	MAIN_1-450_01	MAIN_1-335_01	MAIN_1-123_01	
		SCTCC_MAIN_1_112_01	MAIN_1-456_01	MAIN_1-337_01	MAIN_1-132_01	
		SCTCC_MAIN_1_123_01	MAIN_2-418_01	MAIN_1-339_01	MAIN_1-133_01	
		SCTCC_MAIN_1_179_01	MAIN_2-420_01	MAIN_1-339_02	MAIN_1-140_01	
		SCTCC_MAIN_1_215_01	MAIN_2-426_01	main_1-341_01	MAIN_1-140_01_PCL	
		2 SCTCC_MAIN_1_310_01	AIN_2-458_01	2 MAIN_1-341_02	AIN_1-140_01-old	
		SCTCC_MAIN_1_327_01	2-465_01	2 MAIN_1-345_01	2 MAIN_1-140_02	
		SCTCC_MAIN_1_329_01	MAIN_2-477_01	2 MAIN_1-345_02	AIN_1-140_03	
		SCTCC_MAIN_1_341_01	MAIN_LAPTOP CART_01	PMAIN_1-348_01	2 MAIN_1-149C_01	
		SCTCC_MAIN_1_401Q_01	MAIN_LAPTOP CART_02	AIN_1-352_01	2 MAIN_1-155_01	

161 items

9. Repeat steps 8-11 to add additional Printers

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

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#### **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: <u>http://printmanagement.ad.scmn.net:9191</u>

ST. CLOUD TECHNICAL & COMMUNITY COLLEGE						
Aı	nember of Minnesota State					
A r Username	nember of Minnesota State StarID					
A n Username Password	StarID					
A n Username Password Language	StarID English					

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"

Shared Accounts       Image: States       Image: Card	1 job pending release with cost \$0.04 Your balance:\$0.18 Release All Cancel All	,				V Auto	) refresh (52) Refresh Now
父,Transfers	SUBMIT TIME 🕹	PRINTER	DOCUMENT	CLIENT	PAGES	COST	ACTION
Transaction History	Oct 1, 2018 12:06:51 PM	printmanagement\KonicaFollowMePrint	PaperCut MF : Summary	D1284833	1	\$0.04	[print] [cancel]
Recent Print Jobs							$\bigcirc$
Jobs Pending Release							
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14. Your print job should print soon at the printer you selected.