CSU Buc Bucks & PaperCut Printing Account

If you already have $$ in your Buc Bucks account, you can skip to step 2

➔ Step 1) How to add funds to your Buc Bucks account

- From **MyCSU**, click on **Buc Card Login** under Buc Card Central
- Enter your account number and password (same as your MyCSU ID and birthdate in MM/DD/YYYY format) *** **NOTE** *if your birthdate does NOT work, click on* **Reset Password** *link – you will need to enter your MyCSU ID# under Account Number and then click on* **Reset Password** *– you will be sent a verification code to your BucMail*
- Once logged in, click on the **Add Funds +** button and enter the $$ amount you wish to add in Online Deposit Amount and click **Continue**
- When prompted, enter your billing and credit card information and click **Submit**
    - If the transaction is successful, your Buc Bucks balance will be updated

Log out and continue with next steps below to transfer Buc Bucks dollars to your PaperCut print account

➔ Step 2) How to transfer funds from your Buc Bucks account to PaperCut print account

> ***** You must use a computer in the Rivers Library or a CSU computer lab to transfer funds from your Buc Bucks account**

- From a library or lab computer, find the green PaperCut icon in the taskbar in the bottom right of your screen, then right click on the green icon and click **Details**
- When browser window opens, login using your username and password
    - Username is your MyCSU ID# and password is birthdate in MM/DD/YYYY format
- Once you are logged in, a **Print Summary** page will be displayed
- Click on **Add Credit** on the left side of the page
- Select the dollar amount you wish to add (either $1.00, $5.00, or $10.00)
- Click on **Add Value** button
    - This will transfer your selected $$ amount to your PaperCut print account
- Log out or close the window

Your PaperCut account should now contain your added funds