

Accessing the Print Portal

When a new Erie's Public Schools email account is created for an employee, a **Print Code** is created for the employee after the **Print Portal** completes its nightly sync. You will receive an email via your District email account that contains your print code information (*the email may go to your Junk mail folder*).

When printing, you can access your printed materials from any printer within the District. Print jobs will be available of up to 24 hours after they are printed.

Use the following steps to access the **Print Portal** to view and/or change your assigned print code.

To Access the Print Portal

1. Open your web browser to the Erie's Public Schools web site at <https://www.eriesd.org>.
2. From the menu bar at the top of the screen, click on the **Staff** link.
3. From the **Staff Portal**, scroll down to and click on **Print Portal**.

Logging into the Print Portal

To log into the **Print Portal**:

1. Enter your **Username** - District Username
2. Enter your **Password** – District Password
3. Click **Login**.



Log in

Log in with your District Username and Password

Username

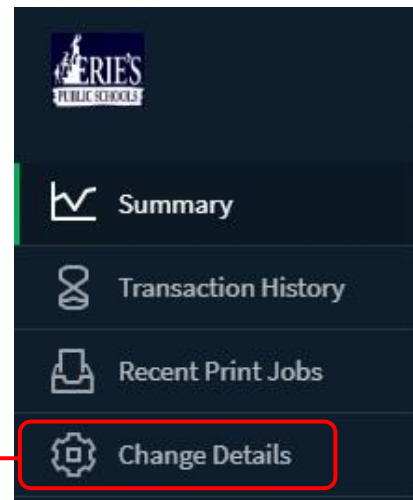
Password

Log in

[Forgot username or password?](#)

Accessing Your Print Code

After you have successfully logged into the Print Portal page, click on the **Change Details** link from the menu on the left-hand side of the screen.



Change Details

From the **Change Details** page you can view your current Print Code under **Current card/ID Number**.

To change your Print Code:

1. Enter your new Print Code in the **New card/ID number** field.
2. Click **Change Number**.

A screenshot of the 'Change Details' form. The title 'Change Details' is at the top left. Below it is a section titled 'Change Card/ID Number' with a sub-instruction: 'Change your card/ID number. Can contain numbers, text and symbols.' To the right, there are two input fields: 'Current card/ID number' with the value '1005' and 'New card/ID number' which is empty. At the bottom right of the form is a green button labeled 'Change Number'. A red line originates from the 'Change Number' text in the list above and points to this button.

IT Support

Print Code:

If you do have issues accessing and/or changing your Print Code, please submit a support request via email to epssupport@eriesd.org.