

The IT Service Center is pleased to offer complimentary printing credits for HGSE TFs. Credits are provided to support teaching-related printing and are applied directly to your Harvard ID upon request.

TF Printing Credits for Wired and Wireless Printing

The IT Service Center will provide TF printing credits for job-related printing. These credits will be applied directly to your personal Crimson Cash account associated with your Harvard ID card. All Fall TFs who have gone through the hiring process are allocated printing credits, which will be activated by the IT Service Center based on a continuously updated record of TF slot appointments. Each semester-long TF slot will be credited with \$20 of complimentary printing. Amounts will be adjusted proportionally for those working multiple or partial TF slots, teaching modules, or with other modified appointments.

These credits to your Harvard ID's Crimson Cash account will only work for HGSE printing (not for other kinds of purchases), and printing balances are nonrefundable and nontransferable. At the end of the semester (on about January 12), unexpended print balances will expire.

Activating Your TF Printing Balance in Person

In order to use your allocation of print credits, you may visit the IT Service Center to create and associate a Crimson Cash "guest account number" with your Harvard ID and get your credits immediately applied. (If you have not completed your TF hiring paperwork with Academic Affairs, the IT Service Center may not have an updated record, so please ensure this process has first been completed.)

Other Option for Activation of Your TF Printing Balance

If you cannot visit the IT Service Center, you are welcome to email your "guest account number" to the IT Service Center (it_onestop@gse.harvard.edu).

To determine your own "guest account number" assigned to your Harvard ID, simply swipe your Harvard ID card (using the thin Crimson Cash magnetic stripe) at any of the printer swipe stations on the 1st, 2nd, 3rd, or 4th floors of the library. The top of the screen will read guest#XXXXXXX. Please write down this number exactly—the guest account number associated with your Harvard ID card—which you will share with the IT Service Center to activate your credits. If you email the IT Service Center or show up in person to provide the guest number, credits will be added as soon as possible (generally by the end of the following business day at the latest and often on the spot).

Please contact the IT Service Center with any questions at all about this process:
it_onestop@gse.harvard.edu.