

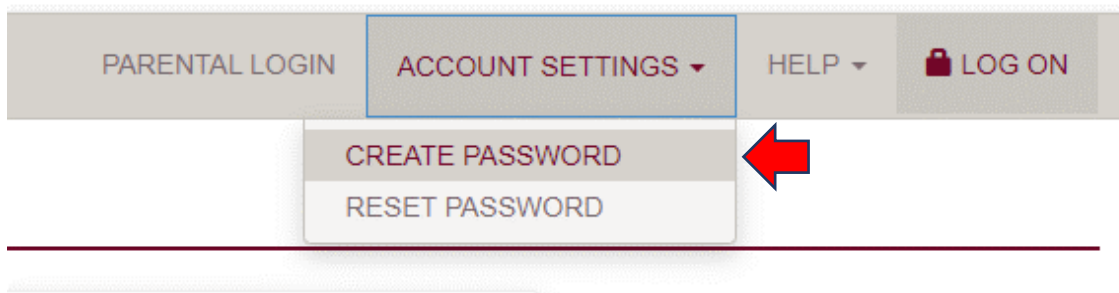
Printing?

You'll need to complete these steps to print in the Resident Computing Center (RCC). The RCC is on the third floor by the elevators, in room 3005.

- A. Create a OneCard password.
- B. Add funds to your account.
- C. Print to the SecurePrint printer (on a computer in the RCC).
- D. At the RCC photocopier, release your print job.

A. Create a OneCard password

1. Navigate to <http://onecard.ihouseberkeley.org>
(Use **http**, not **https**; the URL will redirect you to an **https**: site.)
2. Select the "Create Password" option from the "Account Settings" menu.



(If you've done this previously and forgotten your password, choose "Reset Password" instead.)

3. Enter your I-House (StarRez) ID number to receive a verification code by email.

A screenshot of the "Create Password" page on the OneCard website. The page has a header with a home icon, "PARENTAL LOGIN", "ACCOUNT SETTINGS" with a downward arrow, "HELP" with a downward arrow, and "LOG ON" with a lock icon. Below the header, there is a breadcrumb trail: "» Create Password". The main content area features a form titled "Enter Account". The form includes a sub-header "Enter Account", a note "* Indicates required fields", and a label "* Account" above a text input field. A red arrow points to the input field. Below the input field is a link that says "Already have a verification code?". At the bottom right of the form is a "Submit" button, with a red arrow pointing to it. The footer of the page contains the text "End User Privacy Notice OneWeb ver. 8.2.0.24".

4. Go to your email and retrieve the verification code.
5. Enter the verification code you received by email, and your new password, and then choose “Create Password”

The screenshot shows a web interface for creating a password. At the top, there is a navigation bar with a home icon, 'PARENTAL LOGIN', 'ACCOUNT SETTINGS', 'HELP', and 'LOG ON'. Below this is a header with a right-pointing arrow and the text 'Create Password'. A yellow notification box contains the text: 'If an account exists for this number, an email will be sent to you! Please check your email and enter the code here.' The main form is titled 'Enter New Password' and includes the instruction 'All fields are required'. It contains three input fields: 'Verification code', 'New Password', and 'Re-enter New Password'. Each of these fields has a red arrow pointing to its right side. Below the fields is a 'Create Password' button with a red arrow pointing to its right side. At the bottom right of the page, there is a footer with the text 'End User Privacy Notice OneWeb ver. 8.2.0.24'.

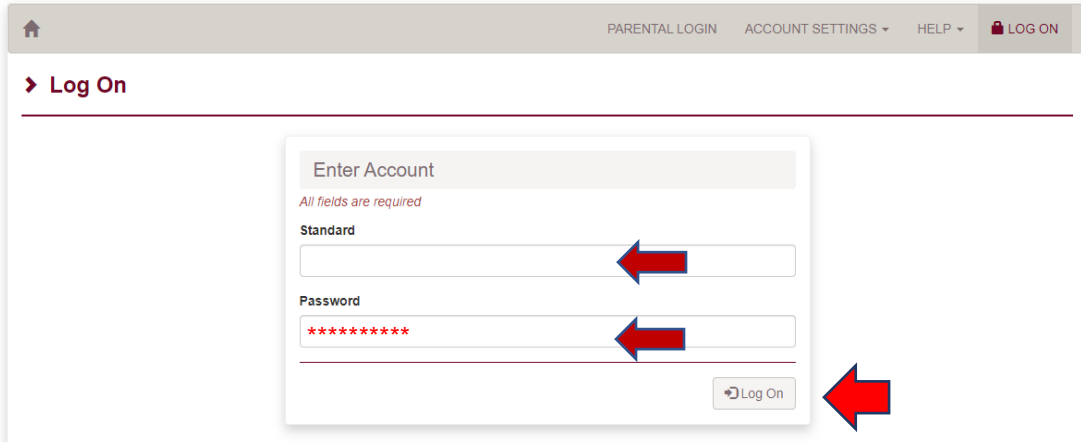
6. At the confirmation screen, choose “Log On”.

The screenshot shows a confirmation screen. At the top, there is a navigation bar with a home icon, 'PARENTAL LOGIN', 'ACCOUNT SETTINGS', 'HELP', and 'LOG ON'. Below this is a header with a right-pointing arrow and the text 'Create Password'. A green notification box contains the text: 'Your password was successfully changed! Please log on to continue.' Below this text is a green 'Log On' button with a red arrow pointing to its right side. At the bottom right of the page, there is a footer with the text 'End User Privacy Notice OneWeb ver. 8.2.0.24'.

7. Log in to your account, and continue to part B (add funds to your account).

B. Add funds to your account

1. Login at <http://onecard.ihouseberkeley.org>



The screenshot shows the 'Log On' page of the touchnet OneCard system. The page has a navigation bar with 'PARENTAL LOGIN', 'ACCOUNT SETTINGS', 'HELP', and 'LOG ON'. Below the navigation bar is a 'Log On' section with a form titled 'Enter Account'. The form includes a 'Standard' field, a 'Password' field, and a 'Log On' button. Red arrows point to each of these elements.

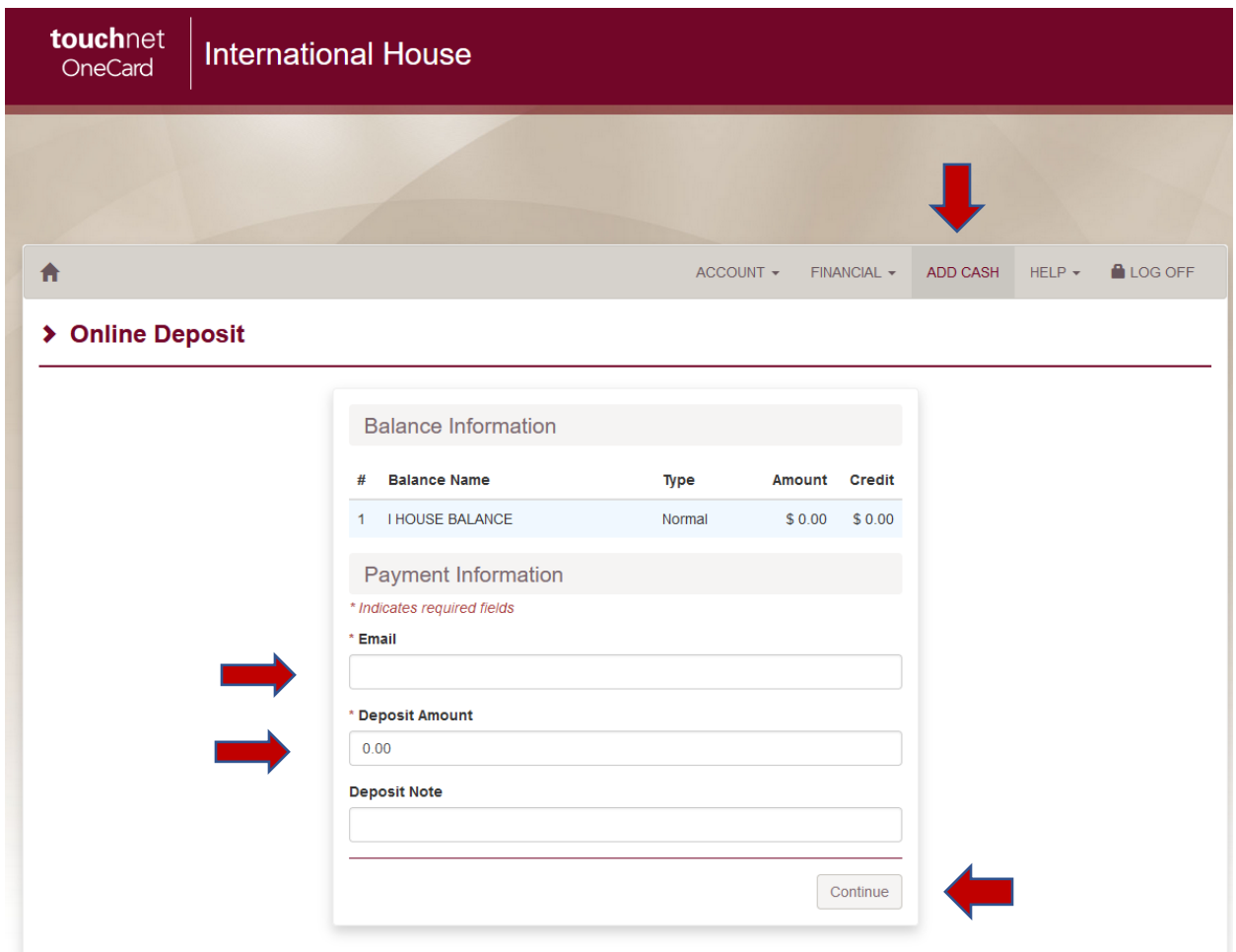
Enter Account
All fields are required

Standard

Password

Log On

2. Choose "Add Cash" from the top menu and enter your email address and the amount.



The screenshot shows the 'Online Deposit' page of the touchnet OneCard system. The page has a navigation bar with 'ACCOUNT', 'FINANCIAL', 'ADD CASH', 'HELP', and 'LOG OFF'. Below the navigation bar is an 'Online Deposit' section with a form titled 'Balance Information'. The form includes a table with columns '#', 'Balance Name', 'Type', 'Amount', and 'Credit'. Below the table is a 'Payment Information' section with fields for 'Email', 'Deposit Amount', and 'Deposit Note'. A 'Continue' button is at the bottom right. Red arrows point to the 'ADD CASH' menu item, the 'Email' field, the 'Deposit Amount' field, and the 'Continue' button.

touchnet OneCard | International House

ACCOUNT | FINANCIAL | ADD CASH | HELP | LOG OFF

Online Deposit

Balance Information

#	Balance Name	Type	Amount	Credit
1	I HOUSE BALANCE	Normal	\$ 0.00	\$ 0.00

Payment Information

** Indicates required fields*

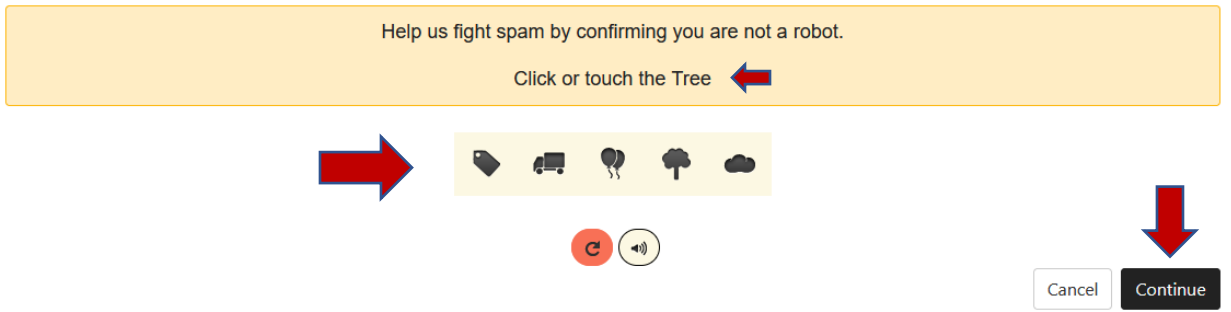
* Email

* Deposit Amount

Deposit Note

Continue

3. Choose a picture to prove you are not a robot.



4. Enter your credit card information to complete the transaction.

Amount Payment

Payment Information * Indicates required information

Total: \$1.00

Payment Method:

Account Information * Indicates required information

Credit Card Type:

Account Number:

Expiration Date:

Security Code:

Name on Card:

Billing Information * Indicates required information

Street Address 1:

Street Address 2:

Street Address 3:

Street Address 4:

City:

State/Province:

Postal Code:

Country:

Contact Information * Indicates required information

Email:

Back Cancel Continue

5. Save your receipt and log off.

ACCOUNT ▾ FINANCIAL ▾ ADD CASH HELP ▾ LOG OFF

➤ **Receipt for Prepay**

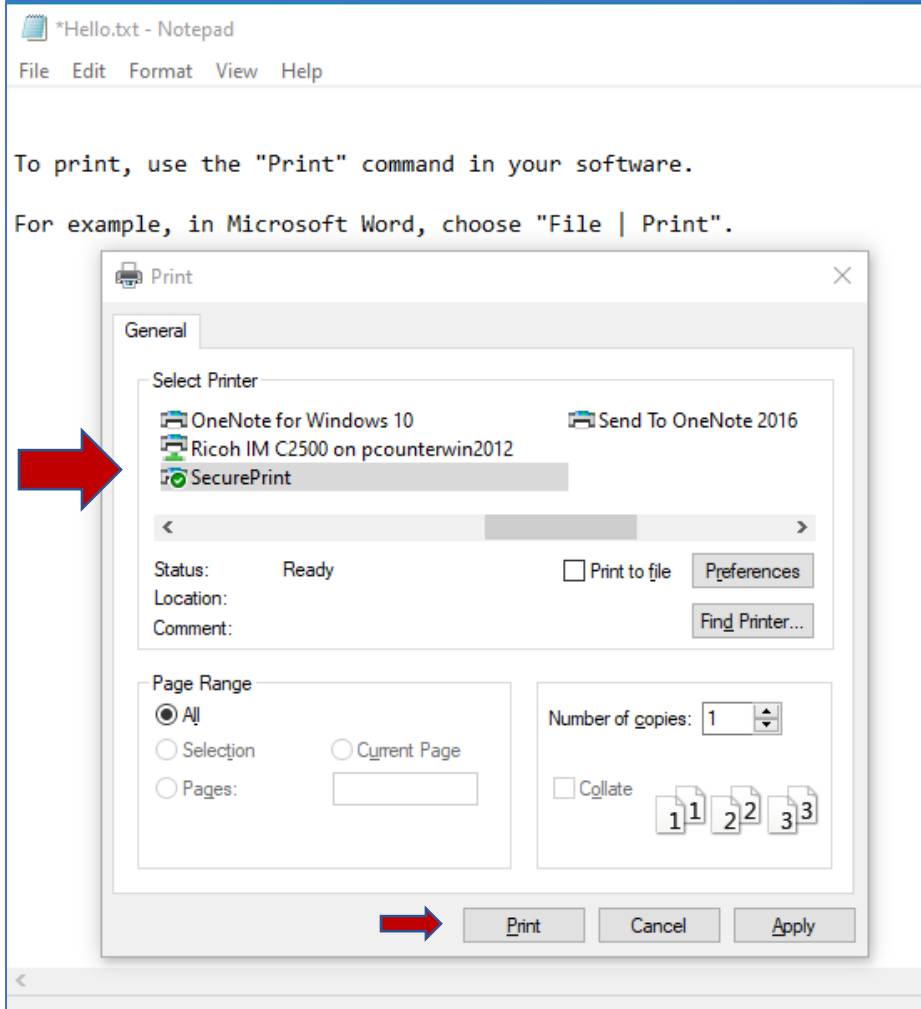
Account:

Receipt for Transaction:

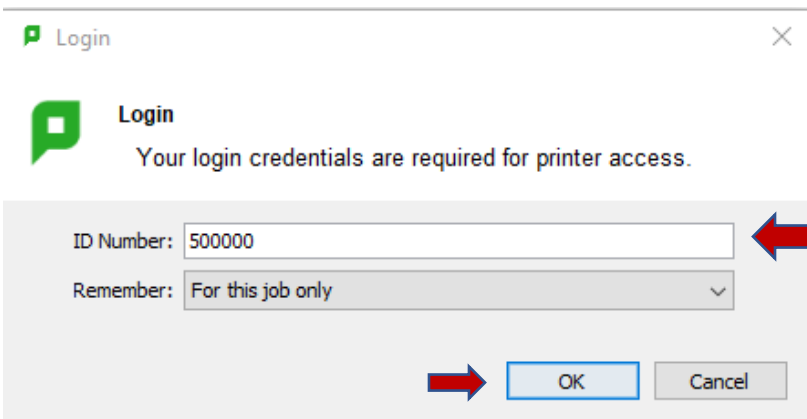
Card Holder Name:	<input type="text"/>
Email Address:	<input type="text"/>
Credit Account:	*****2 <input type="text"/>
Credit Type:	MasterCard
Date:	06/08/2022 14:08:04
Transaction ID:	754ef50f-7f34-4062-934e-9
Bank Auth Code:	524
Reference Number:	20220608
Amount:	\$1.00
Note:	Test credit card deposit

C. Print to the "SecurePrint" printer (on a computer in the RCC)

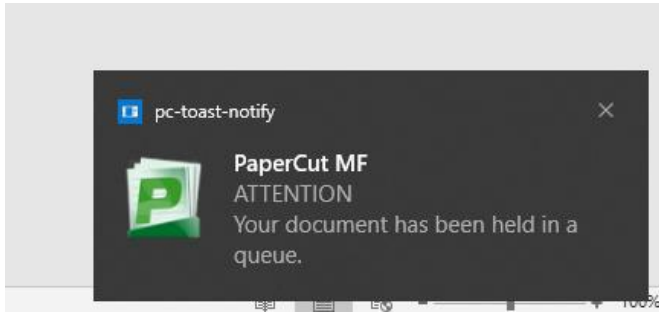
1. Choose "SecurePrint" as your printer.



2. Swipe your ID card when the login screen appears

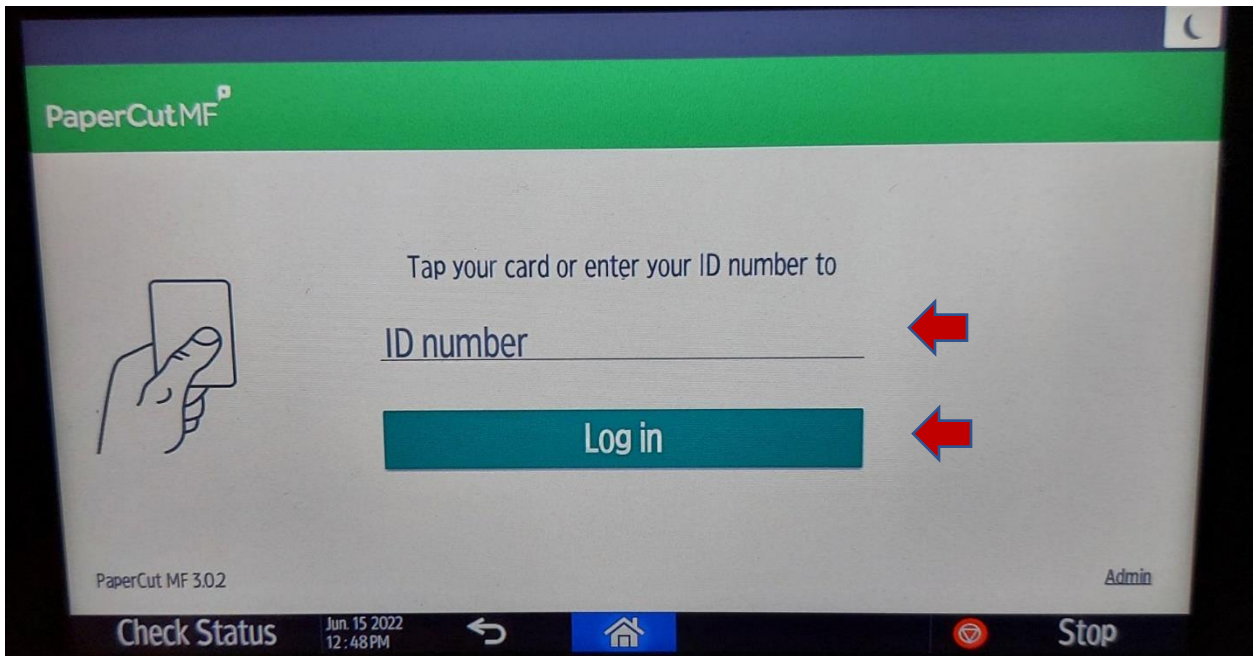


3. A popup message will confirm that your print job is in the release queue:

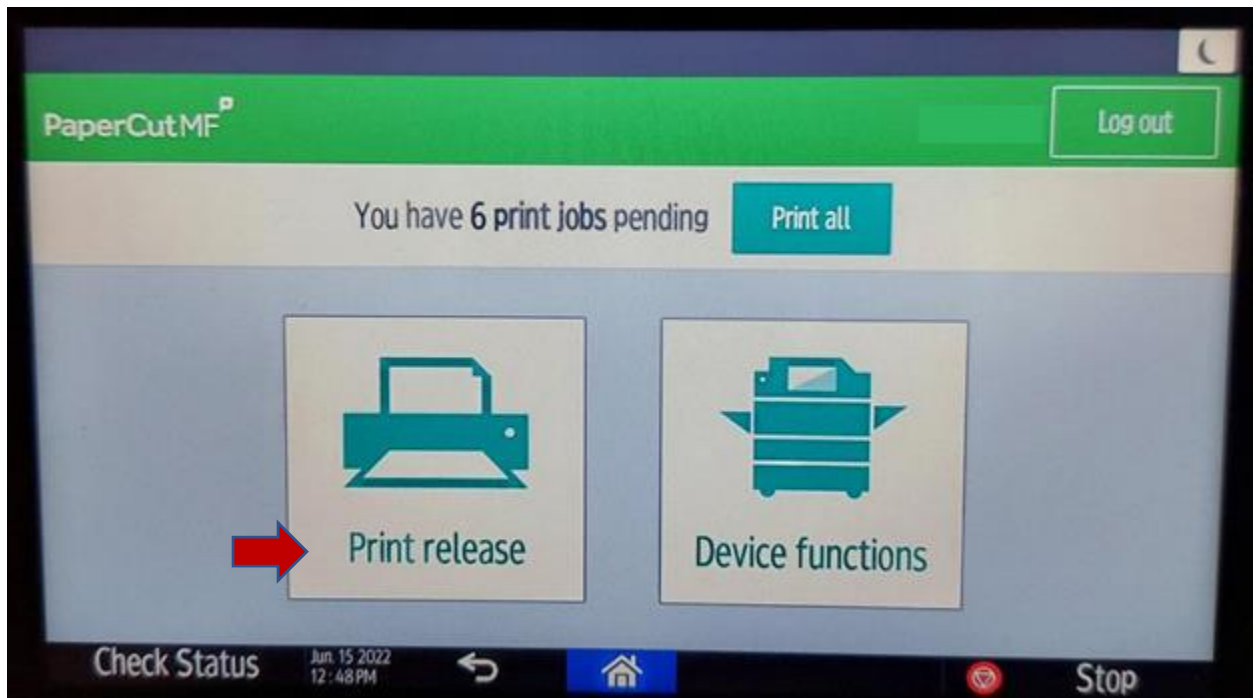


D. At the RCC photocopier, release your print job

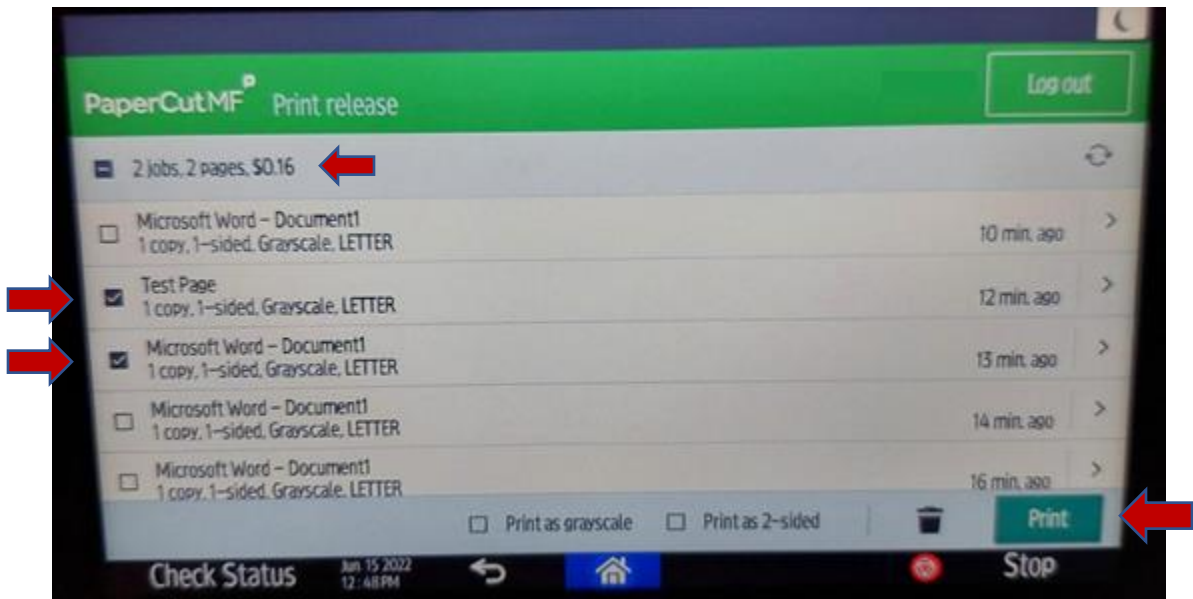
1. Use your ID card to log in at the photocopier:



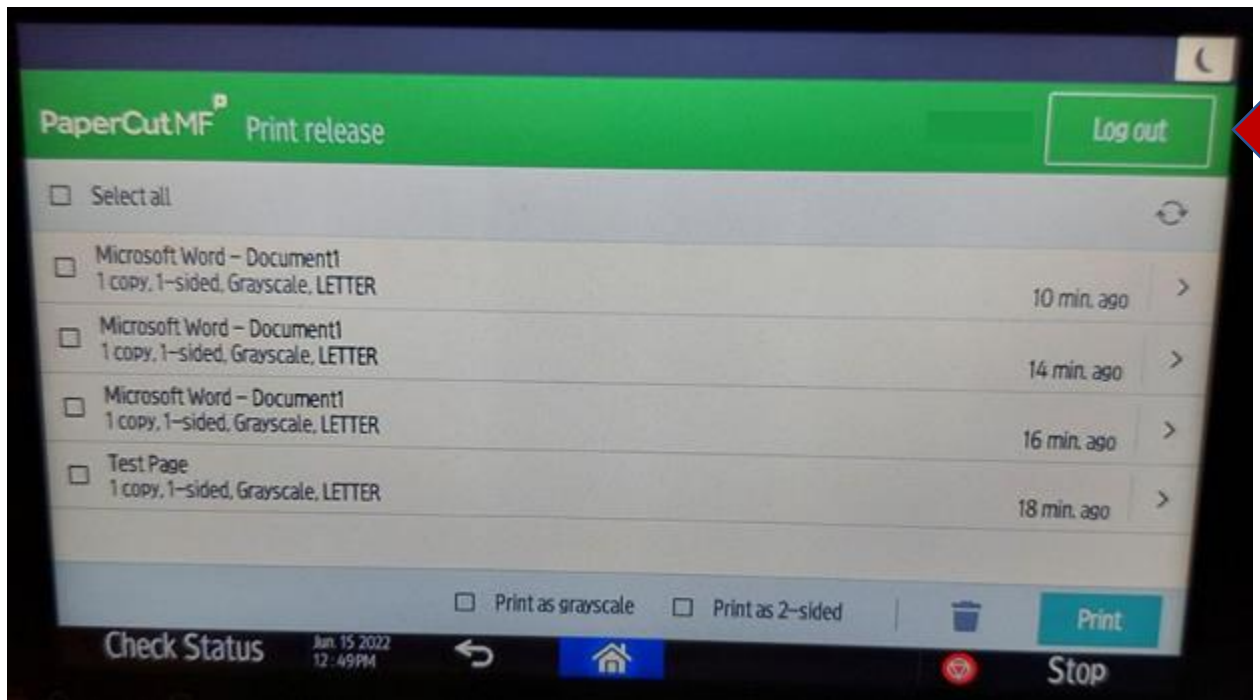
2. Choose "Print release".



3. Select the jobs you want to print and confirm the cost:



4. Log out.



Need Help?

For assistance, please visit 32T (across from the elevators) or email: rcc@ihouseberkeley.org.