How to Check Your Printer ID Number

This document describes how to generate or find your **Printer ID Number**, a unique six digit number for logging into Hertford College printer copiers.

Go to webprint [https://webprint.hertford.ox.ac.uk](https://webprint.hertford.ox.ac.uk) and log in with your SSO.

Click **Change Details** in the navigation menu to view your ID number:

![Change Details](image1)

If you do not have an ID number or need a new number press **Generate number**.

![Generate number](image2)

You can use your new ID number to log into the printer copiers immediately.

Please note: These screenshots are for illustrative purposes only; ID nos 123456 and 456789 are not valid options.