

Student Card Activation

Before you can use the Xerox MFPs equipments, each student must activate their card. This is done only once for each ID card.

1.- The card is passed through the reader which is located at the top of Xerox MFP equipment.



3.- Students must enter their username and press "Enter", next enter your password. If any information is incorrect, an error will occur.



2.- The Xerox equipment will ask the student to register in the system.



4.- If the process is completed successfully, the ID card is registered and from this moment on you will be able to use Xerox MFPs equipment at any time.