Print responsibly is a new, more cost-effective way to handle everyday printing and other tasks like copying, scanning, and faxing at BGSU. BGSU has contracted with a company, ComDoc, with expertise in managing print services. The University simply pays a per page price for printing/copying/faxing services. At times, BGSU contracts with various guests (consultants, etc) that perform certain tasks for projects. While the guest is working at the University any and all print services the guest performs a charge must be routed to the department that is sponsoring the guest. The following document guides you through the step-by-step process of how to associate a guest’s printing services to the sponsoring department or grant.

Where do I go? BGSU Menu>Campus Community>Set Up>Print Responsibly

1. Log into CSS
2. Navigate to the BGSU Menu
3. Navigate to Campus Community folder
4. Navigate to the Set Up folder
5. Navigate to the Print Responsibility Guests page
6. Add a New Value
7. Select BG Funding Source Code
8. Select BG Funding Source
9. Enter Empl ID
10. Click Add

SECTION I NAVIGATION

Step 1: Click “BGSU Menu”
From the main menu, select BGSU Menu.

Step 2: Click “Campus Community” folder

Step 3: Click “Set UP”
**Step 3:** Click “Print Responsibly” link

Navigating BGSU Menu to Campus Community, Setup to reach the Print Responsibly Guests page.

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**SECTION II**

**ADD A NEW VALUE**

**Step 1:** Click “Add a New Value”

**Step 2:** View “BG Charge Code”

The BG Charge Code defaults to Print Responsibly.
**Step 3: Select “BG Funding Source Code”**

The BG Funding Source Code is department or grant.

**Step 4: Enter “BG Funding Source”**

Use the 🏷️ to search for the BG Funding Source.

**Step 5: Enter “Empl ID”**

If you do not know the guest’s Empl ID use the 🏷️ to Look Up.
SECTION III: GUEST ENTRY

Step 1: Verify:
- BG Funding Source
- BGSU ID
- Effective Date
- Effective Status

Step 2: Click “Save”

Step 3: Verify “Updated on”
After you have saved the Guest Entry verify the Updated on date.
If an Updated on date does not appear, you have not successfully entered the guest to a Funding Source.