

Check Your MyPrint Balance

Michael Connetta - 2026-04-08 - Comments (0) - MyPrint

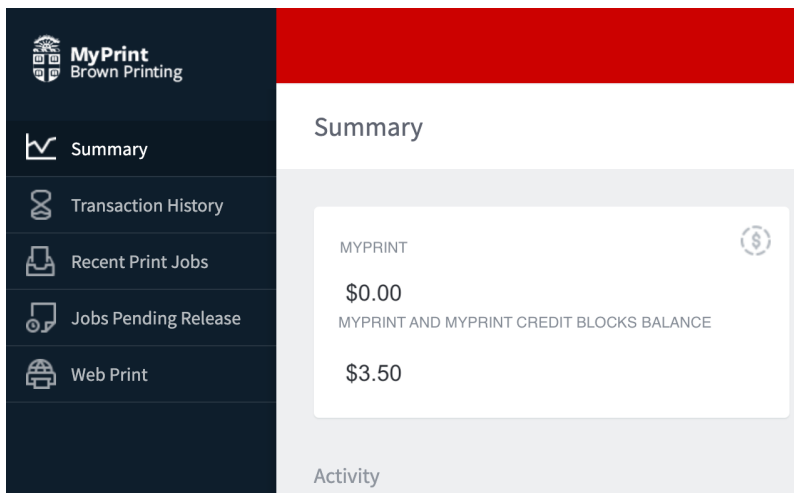
Where to find your MyPrint account balance

Your MyPrint account balance can be found in two locations: on the MyPrint Web Portal and at any of the MyPrint printers located around campus.

Web Portal

Your MyPrint account balance can be found in the Summary tab on the MyPrint Web Portal. The balance shown represents the total of both your complimentary (free) print credits, and purchased blocks.

1. Go to myprint.brown.edu and login.
2. On the Summary page, you'll find the balance for both accounts with the label "MyPrint and MyPrint Credit Blocks Balance".



The screenshot shows the MyPrint Brown Printing web portal interface. On the left is a dark navigation sidebar with icons and labels for Summary, Transaction History, Recent Print Jobs, Jobs Pending Release, and Web Print. The main content area has a red header bar and a 'Summary' section. A white box displays the following information:

MYPRINT	\$0.00
MYPRINT AND MYPRINT CREDIT BLOCKS BALANCE	\$3.50

Below the balance box is an 'Activity' section.

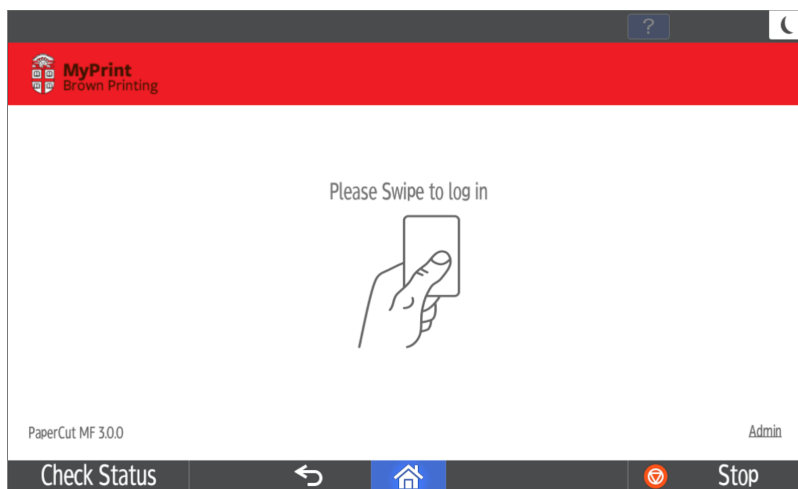
Note: If there is a zero balance, this means there are no print credits available in either account - more print blocks will need to be purchased before print jobs can be released. Additional print blocks can be purchased at mycard.brown.edu.

At the device

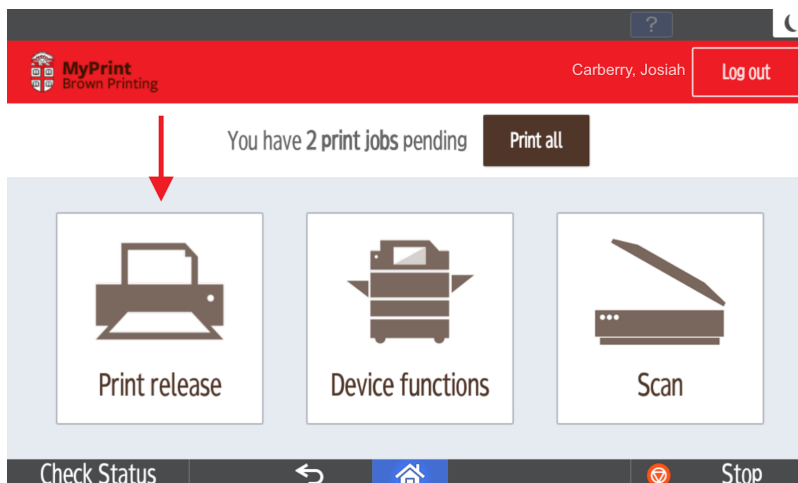
If you have a job pending in either of the MyPrint queues, you'll be able to check your

balance at one of the MyPrint devices.

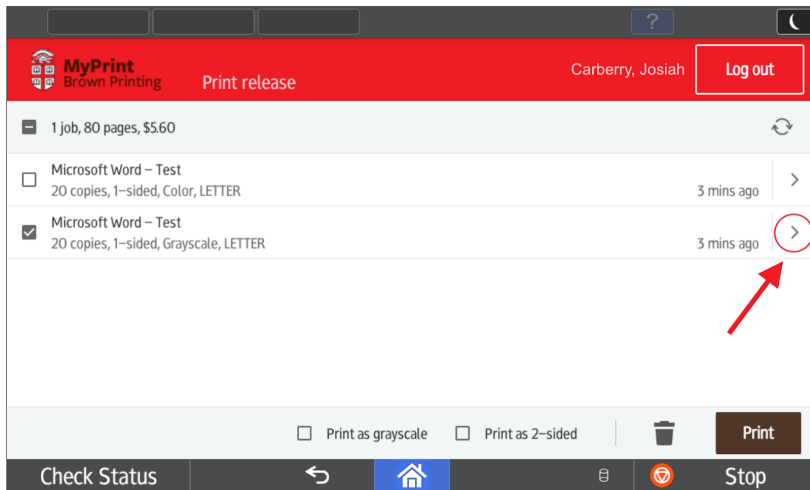
1. Swipe your Brown ID card.



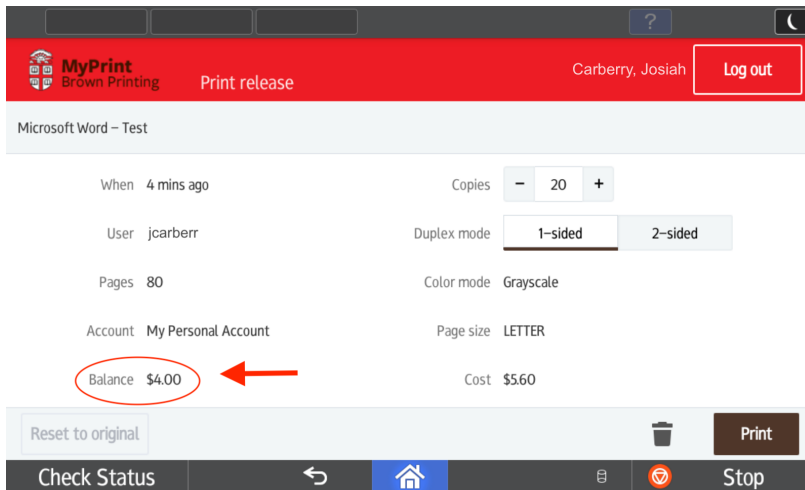
2. Tap the **Print Release** icon.



3. Tap the arrow to the right of any pending job.



4. The balance will be located at the bottom left of the screen.



Note: If the total cost of the print session (1 or more jobs) exceeds the total balance of MyPrint credits, a prompt will appear indicating that there are insufficient credits in the account, and the print job(s) will not be released. If you need more funds, you can [purchase additional print credits](#) as needed.

