

## 2 OPTIONS TO ACCESS THE **Print Center**

**OUTSIDE** the WCPS network:  
<https://wcps-vpn.wcps.k12.md.us>

Login to the WCPS network,  
use your WCPS 5/3 login  
& password

*(Same as you would login to your computer)*



### THIS SECTION IS A ONE TIME DOWNLOAD

Click **Global Protect Agent** download  
in the top right of your screen

Select the Download that matches your device.

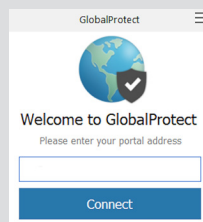
After you hit close, a box will pop up in

the lower right corner (see below).

Enter

**wcps-vpn.wcps.k12.md.us**  
into the portal address.

Click the Connect button.



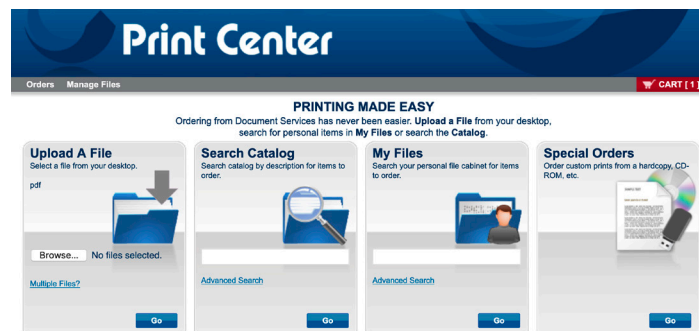
For future orders after the App has been  
downloaded, you will only have to click on the  
Globe Icon to login to WCPS network.

Follow instructions for **Inside the WCPS  
Network** login to access the Print Center.

**INSIDE** the WCPS network:  
<http://printcenter.wcps.k12.md.us>



Login to the WCPS **Print Center**,  
using your WCPS 5/3 login & password  
*(Same as you would login to your computer)*



Once logged in, you can upload up to **10 documents per request**  
AND you can select **printing preferences for each document\***

All documents **must** be saved as a **PDF**

**UNSUPPORTED file formats:** doc, docx, xls, ppt, & any external links (including google docs)

To assist with ordering AND/OR to search for a particular document  
(such as **highly-requested items**), select: **SEARCH CATALOG**

\* If material is copyrighted, please attach a Copyright Release

If you have any questions or problems, please contact us at [PrintCenter@wcps.k12.md.us](mailto:PrintCenter@wcps.k12.md.us) or at 301-766-2981.