

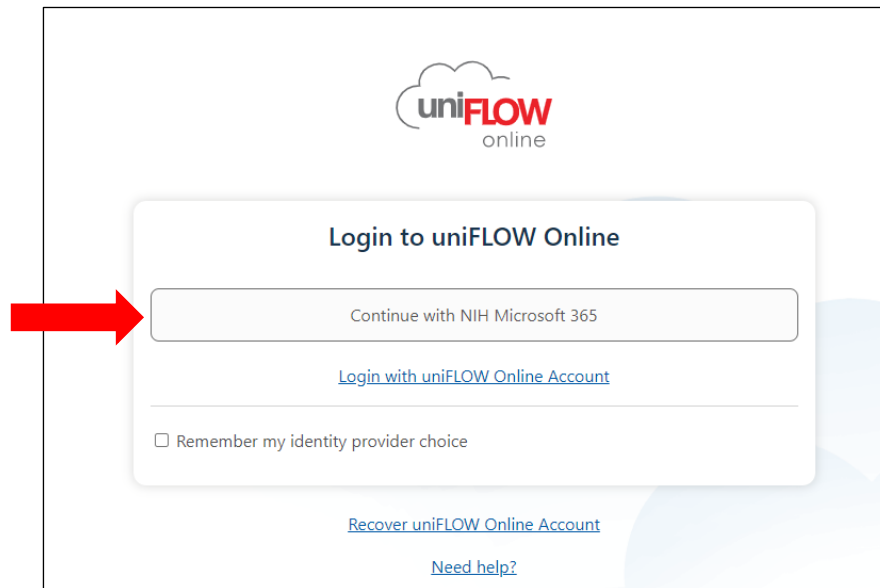
# Activate your student card to print out

1. **Have you received an email from UniFlow with a PIN code?**

If the answer is yes, go to point 8.

If the answer is no, please go to the next point and follow the instructions.

2. Go to <https://nih.eu.uniflowonline.com/> and click «Continue with NIH Microsoft 365»:



3. Login with **username@nih.no** (the same username and password as in Canvas).

4. Under «Identities» (right column), you'll find the field for PIN code:

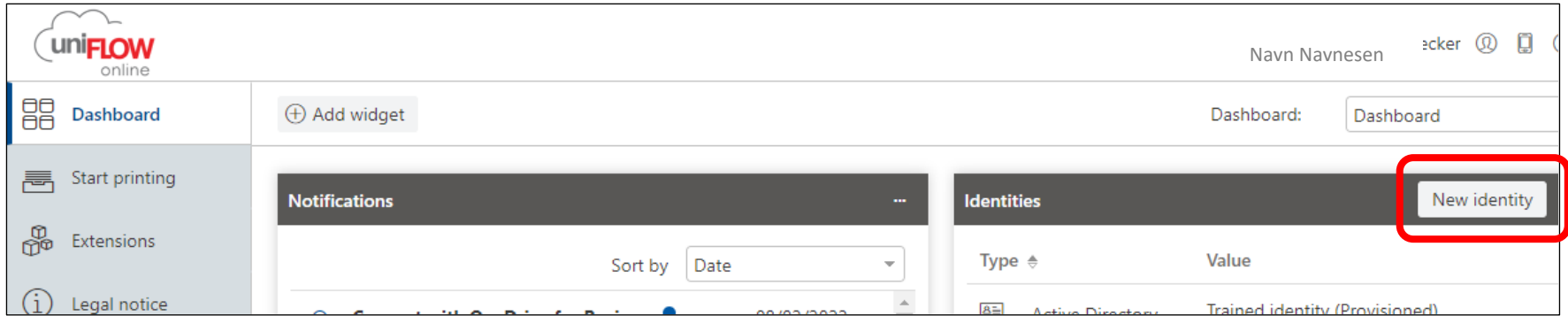
The screenshot shows the uniFLOW online dashboard. On the left is a navigation menu with 'Dashboard', 'Start printing', 'Extensions', and 'Legal notice'. The main area is divided into two columns. The left column contains a 'Notifications' widget with a 'Sort by' dropdown set to 'Date'. It lists four notifications: 'Connect with OneDrive for Business' (dated 08/02/2022), 'Email print job' (dated 10/12/2021), 'Register a Card' (dated 10/12/2021), and 'Review your Usage' (dated 10/12/2021). The right column contains an 'Identities' widget with a 'New identity' button. It features a table with the following data:

Type	Value
Active Directory Federation Services	Trained identity (Provisioned)
Active Directory Federation Services	Trained identity
Card number	afksR0294kjfsdlkfjsdf
Email	brukernavn@nih.no
PIN	***
User name	brukernavn@nih.no (Provisioned)
User name	brukernavn

A red arrow points from the 'Register a Card' notification in the left column to the 'PIN' row in the 'Identities' table.

Go to point 7 for information about how to display the PIN code.

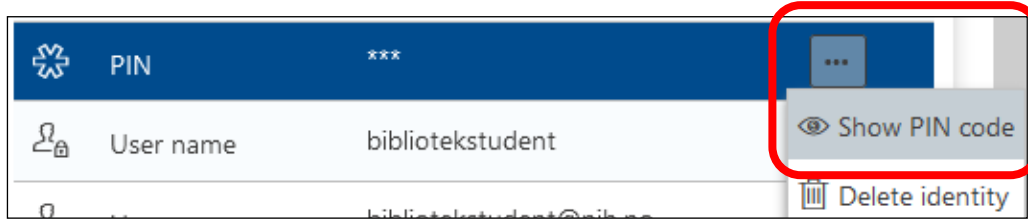
5. Don't you find a PIN code?  
Select «**New identity**»:



6. Select «**Identity type: PIN**» and click «**Save**»:

The screenshot shows the 'CREATE IDENTITY' form. The 'Identity type' dropdown menu is set to 'PIN' and is highlighted with a red box. Below the dropdown is an information icon and the text 'PIN code will be automatically generated.' At the bottom of the form, the 'Save' button is highlighted with a red box, and the 'Cancel' button is visible next to it.

7. **To display the PIN code**, you have to click the field PIN in order to mark the field blue. Then you'll see a **button with 3 dots**. Click the button and select «**Show PIN code**»:



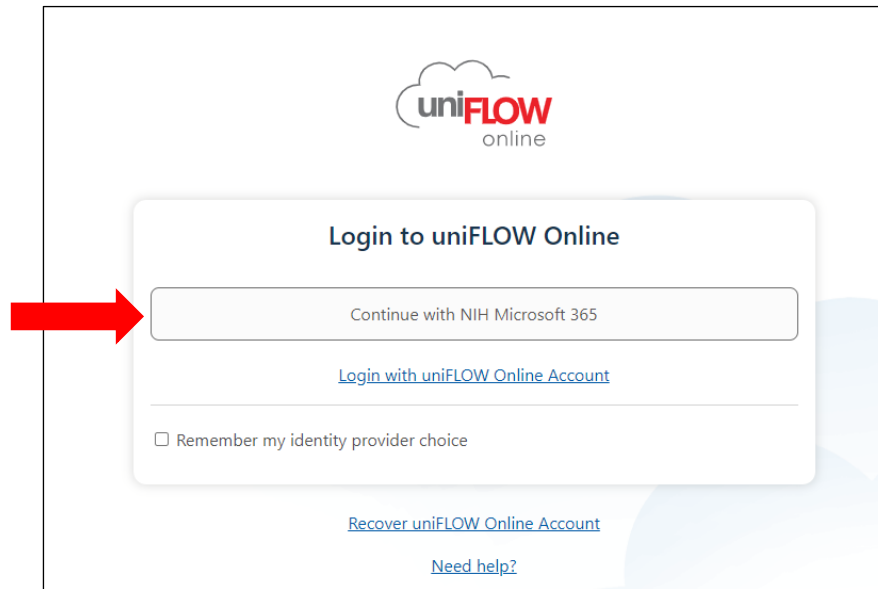
8. **Go to the printer** – bring your **student card** and **PIN code**. Put your student card on the card reader to the right of the display, and type your PIN code:



9. Now you have activated your card and can print out. You only have to activate your card this one time.

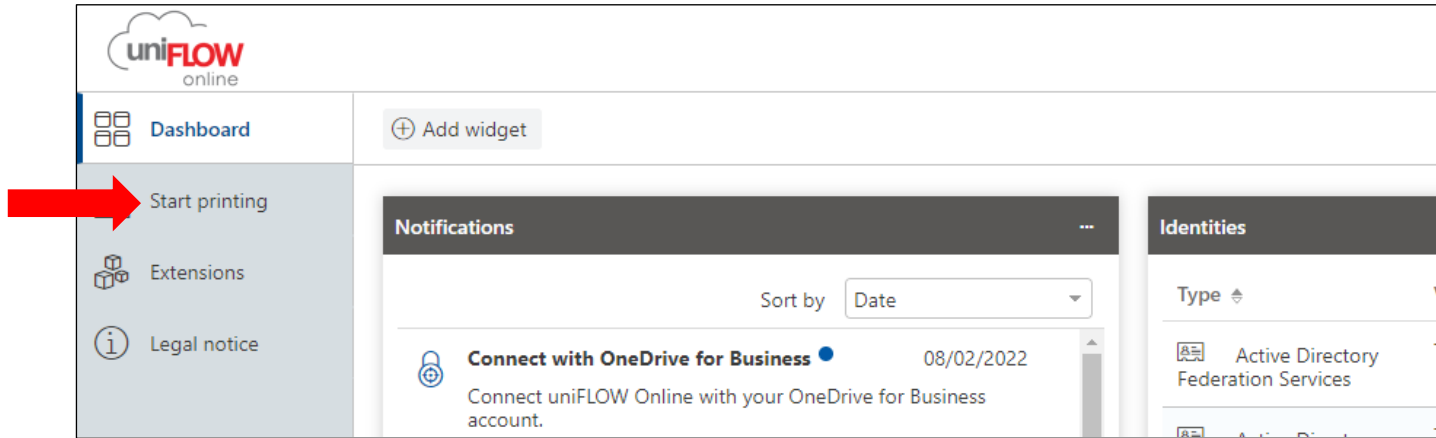
# Print out

1. Go to <https://nih.eu.uniflowonline.com/> and click «Continue with NIH Microsoft 365»:

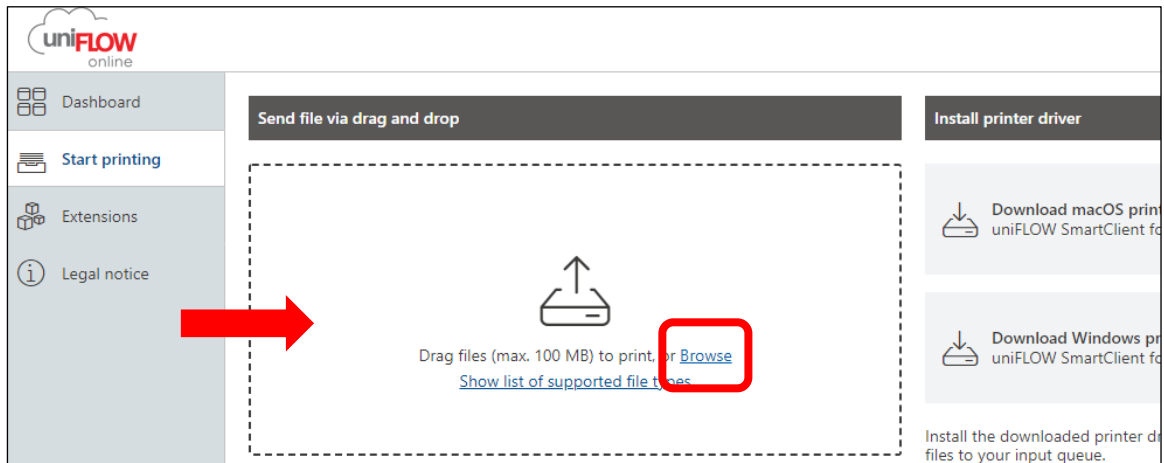


2. Login with **username@nih.no** (the same username and password as in Canvas).

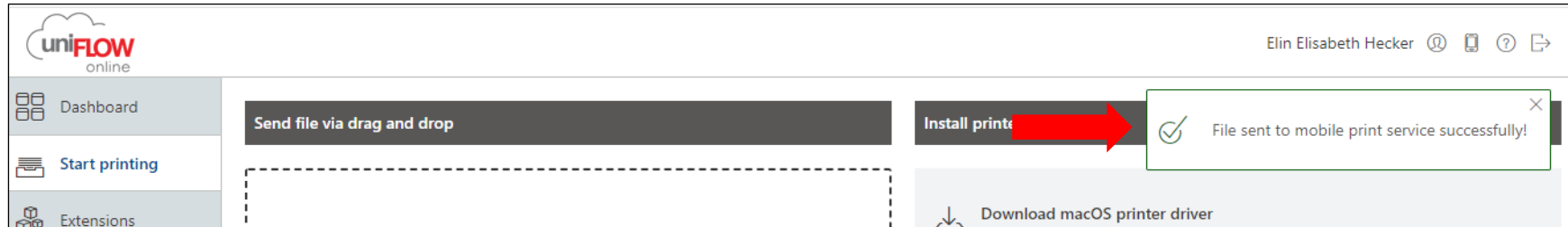
3. Go to «**Start printing**» in the left hand menu:



4. **Drag and drop the file** you want to print out into this field – or click «**Browse**» to find the file at your computer:



5. You will receive a **receipt** (the receipt is only displayed for a short while):



6. **Go to one of the printers** in the library (or the reading room for Master students) and **login** by putting your student card on the card reader to the right of the display:



7. **Select the right file** in the displayed list, and print out 😊