RIT | College of Art and Design

Adding money Papercut print account

Brad Coudriet - 2025-09-08 - How-to Articles
Question

Just looking to add money to your account? Go here!
https://cage.cad.rit.edu/spas/papercut

What is Papercut, Where it can be used & How it Works

Papercut is the system that CAD students are required to use when printing in any of our computer labs*.

Before executing any print in the SPAS computer labs, you'll be prompted by Papercut to authorize the print charge.

The cost of the print depends on the image size that you are printing, but they start at $2.04 for an 8.5"x11" print.

This DOES NOT include any prints made in our Imaging Systems Lab - for information on payments accepted in our Imagings Systems Lab, go to our ISL Brochure.

How to Get a Papercut Account

Option 1.

To activate your account, go to any computer lab within CAD and log into the computer.

Wait a few minutes until you see a window pop-up that shows "Papercut" in the header.

Use the same login credentials as you used to get into the computer to log into Papercut.

Once you do this, your account will be active.

Option 2.

Go to https://cad-labpapercut.rit.edu:9192/user and login with your RIT Credentials.

How to Add Money to your Papercut Account

You can add money to your Papercut right through the Papercut Page of our portal or on the Papercut website via your credit card.

Access the Papercut Page of the portal here. https://cage.cad.rit.edu/spas/papercut

If you want to transfer Tiger Bucks to your papercut, you'll need to see a student manager at the 3rd Floor SPAS Photo Cage (Gannett 3110).

Questions/Troubleshooting

If you have any questions or troubles regarding your Papercut account, please submit a ticket to the CADTech Helpdesk.