1. Acceder a la página web de UCB <u>https://ucb.edu.pr/</u>:



2. Seleccionar Servicios en Linea:



3. Seleccionar Portal de Impresion Uniflow:



4. Presionar boton [Continue with UCB Employee and Student Portal]:

← → C 😄 ucb.us.uniflowonline.com/Login?ReturnUrl=%2F&		🖈 💷 😩 i
	(uniFLOW online	
	Login to uniFLOW Online	
	Continue with UCB Employee and Student Portal	
	Login with uniFLOW Online Account	
	Remember my identity provider choice	
	Recover uniFLOW Online Account	
	Need help?	
	Niware © 2016-2024 NT-ware Systemprogrammierungs-GmbH	
	Legal notice Privacy Policy	

5. Ingresar correo electronico institucional:

÷	→ C	-	😫 login microzoftenine.com/SB/bece/-c44a-bdb-aadb-ddb9bbs98cd5/wsfed?wa=wsipnin1.08wtreakm-http:%Sak2Hiz/tucbu.uniflowonine.com/Sureply-http:%Sak2HiZ/tucbu.uniflowonine.com/SB/bece/-c44a-bdb-aadb-ddb9bbs98cd5/wsfed?wa=wsipnin1.08wtreakm-http:%Sak2HiZ/tucbu.uniflowonine.com/SB/bece/-c44a-bdb-aadb-ddb9bbs98cd5/wsfed?wa=wsipnin1.08wtreakm-http:%Sak2HiZ/tucbu.uniflowonine.com/SB/bece/-c44a-bdb-aadb-ddb9bbs98cd5/wsfed?wa=wsipnin1.08wtreakm-http:%Sak2HiZ/tucbu.uniflowonine.com/SB/bece/-c44a-bdb-aadb-ddb9bbs98cd5/wsfed?wa=wsipnin1.08wtreakm-http:%Sak2HiZ/tucbu.uniflowonine.com/SB/bece/-c44a-bdb-aadb-ddb9bbs98cd5/wsfed?wa=wsipnin1.08wtreakm-http:%Sak2HiZ/tucbu.uniflowonine.com/SB/bece/-c44a-bdb-aadb-ddb9bbs98cd5/wsfed?wa=wsipnin1.08wtreakm-http:%Sak2HiZ/tucbu.uniflowonine.com/SB/bece/-c44a-bdb-aadb-ddb9bbs98cd5/wsfed?wa=wsipnin1.08wtreakm-http:%Sak2HiZ/tucbu.uniflowonine.com/SB/bece/-c44a-bdb-aadb-ddb9bbs98cd5/wsfed?wa=wsipnin1.08wtreakm-http:%Sak2HiZ/tucbu.uniflowonine.com/SB/bece/-c44a-bdb-aadb-ddb9bs98cd5/wsfed?wa=wsipni1.08wtreakm-http:%Sak2HiZ/tucbu.uniflowonine.com/SB/bece/-c44a-bdb-aadb-ddb9bs98cd5/wsfed?wa=wsipni1.08wtreakm-http:%Sak2HiZ/tucbu.uniflowonine.com/SB/bece/-c44a-bdb-aadb-ddb9bs98cd5/wsfed?wa=wsipni1.08wtreakm-http:%Sak2HiZ/tucbu.uniflowonine.com/SB/bece/-c44a-bdb-aadb-ddb9bs98cd5/wsfed?wa=wsipni1.08wtreakm-http:%Sak2HiZ/tucbu.uniflowonine.com/SB/bece/-c44a-bdb-aadb-addb9bs98cd5/wsfed?wa=wsipni1.08wtreakm-http:%Sak2HiZ/tucbu.uniflowonine.com/SB/bece/-c44a-bdb-addb9bs98cd5/wsfed?wa=wsipni1.08wtreakm-http:%Sak2HiZ/tucbu.uniflowonine.com/Sak2HiZ/tucbu.uniflowonine.com/Sak2HiZ/tucbu.uniflowonine.com/Sak2HiZ/tucbu.uniflowonine.com/Sak2HiZ/tucbu.uniflowonine.com/Sak2HiZ/tucbu.uniflowonine.com/Sak2HiZ/tucbu.uniflowonine.com/Sak2HiZ/tucbu.uniflowonine.com/Sak2HiZ/tucbu.uniflowonine.com/Sak2HiZ/tucbu.uniflowonine.com/Sak2HiZ/tucbu.uniflowonine.com/Sak2HiZ/tucbu.uniflowonine.com/Sak2HiZ/tucbu.uniflowonine.com/Sak2HiZ/tucbu.uniflowonine.com/Sak2HiZ/tucbu.uniflowonine.com/Sak2HiZ/tucbu.uniflowonine.com/Sak2HiZ/	:
			Microsoft	
			Sign in	
			Email, phone, or Skype	
			Can't access your account?	
			Net	
			C Sign-in options	
			Terms of use Physics & cookers	

6. Ingresar contraseña del correo institucional:

$\leftarrow \rightarrow$	C	😫 login.microsoftonline.com/S8b9ce0-c944-bbb-aadb-dd3b9ba98cd5/wsfed?warwsignin1.0&wtrealm=httpsfk3#s2fk2t/ucbus.unillowonline.com%2fbjank5#s2fk2t/ucbus.unillowonline.com%		😩 i
		Microsoft ← ©ucbadupr Enter password Password Forgot my password Sign in		
		Terre of use 1	τίνθος δι οσο	kies

7. Luego del paso anterior le pedirá verificar su cuenta mediante el autenticador de



8. Luego de este paso le presentara el **portal principal de Uniflow en linea**:

(uniFLOW online				0 0 0 ⊖
Dashboard	① Add widget		Dashboard:	Dashboard 💌
Start printing	My scan jobs - last 24 h	Identities		New identity
Extensions	$\bigcirc \begin{array}{c} \mbox{Active} \\ \mbox{0} \end{array} \qquad \begin{tabular}{ll} & \mbox{Completed} \\ \mbox{0} \end{array} \\ \end{tabular}$	Туре 👌	Value	
	My activity - pie chart - Monthly			
	Color prints B/W prints			
	Notifications	My queue		Delete
	Sort by Date *	lob name		Creation

9. A su izquierda deberá seleccionar la opción **Start printing**:

←	→ C 🖙 u	b.us.uniflowonline.com/#Dashboard		
Ć	INIFLOW online			
	Dashboard	Add widget		
	Start printing	N y scan jobs - last 24 h		
0	Extensions	Active	Completed	
í	Legal notice	C 0	0	
		My activity - pie chart - Monthly		
		Color prints B	/W prints	
		Notifications		
			Sort by	Date 👻
		Where to get help?		01/12/2024
		Click the question mark icon in the upper right corner		Delete
		I⊲ ⊲ Page 1 of 1 ▷ ▷ ♥		1 - 1 of 1

10. Luego del paso anterior le presentara con la **pantalla de impresión**:

		0 0 C				
Dashboard	Send file via drag and drop	Install printer driver				
Start printing						
$\stackrel{(0)}{\longrightarrow}$ Extensions		Download macOS printer driver uniFLOW SmartClient for Mac. 2023.4.1.3				
(j) Legal notice	\uparrow					
	Drag files (max. 100 MB) to print, or <u>Browse</u> Show list of supported file types	Provide Windows printer driver uniFLOW SmartClient for Windows 64-bit. 2023.4.1.5				
		Install the downloaded printer driver on your computer. After that, you can start printing files to your UFO_Secure_Input_Printer queue.				
	Send file via email	Install mobile app				
	mobileprint@ucb.us.uniflowonline.com Copy to clipboard Send your print jobs to the above email address. Just attach any file of the supported file types to your email, and it will be sent to your secure printing queue. The max. file size is 100 MB. Show list of supported file types	Consider a new Consideration of the second s				

11. Para añadir documento a imprimir debe seleccionar el botón "Browse":



12. Al presionar "Browse" le presentara la ventana donde debe seleccionar su documento:a. Deberá presionar [Open] luego de seleccionar el documento.

uniFLOW			@ ┇ ⑦ ⋻
Dashboard	Send file via drag and drop	Install printer driver	
Start printing	File Upload	×	
Extensions	\leftrightarrow \rightarrow \checkmark \uparrow \blacktriangleright > Documents > Print	✓ C Search Print 𝒫	
	Organize 👻 New folder	≣ ▾ 🖬 😗	
(1) Legal notice	A Home Date	modified Type Size	
	Gallery Web Print (UniFlowOnline).docx Mor	3/18/2024 1:59 PM Microsoft Word Docum 4,317 KB	
	> 🌰 Jorge - Universix		.5
	I		
	🔚 Desktop 🖈		that, you can start printing files to
	Sond Downloads 🖈		
	Documents 🖈		
	mobile; 🔀 Pictures 🖈		
	Send y 🚱 Music 🖈		
	Show I		p "uniFLOW Online Print & Scan" app and enter the displayed secret
	File name: Web Print (UniFlowOnline).docx	 ✓ All Files (*.*) 	
		Open Cancel	
		a	
		Available in the Chrome Web Store	

 Luego de seleccionar [Open] en la pantalla anterior le mostrara el mensaje "File uploaded successfully", lo cual indica que su documento se envió correctamente:



14. Al finalizar este proceso podrás recoger tu documento en la impresora:

ſ	Secure Print							Energy Saver 🕞 Log Out				
Us	SECURE QUEUE Jser: Jorge Valle Abril						Settings/ Registration		Home			
		Job				Format	Pages	Copies		1	2 ABC	3 Def
		Web Print	(UniFlowOnline).c	locx	••••••••••••••••••••••••••••••••••••••	Letter	6	1		4 _{GHI}	5 JKL	6 мпо
										7 PQRS	8 50	9 wxyz
										*	0	#
										С	//	Reset
	Print	і + Кеер	Rint + Delete	J elete	Optic) pns	Select all	Cloud	Refresh	Sta	rt >	Stop
«	ا ⊗	tatus Mon	itor 🔀 💷 F	Remote Operatio	on is being	used						123

- 1. Debe acceder al siguiente enlace a través de su navegador de internet: <u>https://ucb.us.uniflowonline.com/</u>
- 2. Debe seleccionar el botón [Continue with UCB Employee and Student Portal]:

Choose your identity provider X +	- o ×
← → ♂ 🛱 ucb.us.uniflowanline.com/Login?ReturnUrl=%2F&	x 🛛 🔹 :
UNIFLOW	
Login to uniFLOW Online	1
Continue with UCB Employee and Student Portal	
Login with uniFLOW Online Account	
Remember my identity provider choice	
Recover uniFLOW Online Account	
Need help?	
NTware © 2016-2024 NT-ware Systemprogrammierungs-GmbH	
Legal notice Privacy Policy	

3. En la siguiente ventana deberá ingresar su correo electrónico institucional:

👻 🖬 Sign in to your account 🛛 X 🔸		-	o	6	×
🗧 🗧 🗸 🕫 😫 login.microsoftonline.com/Sti9ece0;-044-46/b-aadb-dd3b9ba38cd5/wsfed/wa-wsignin1.08wtrealm=http:/sl3xf2/R2Lub.us.uniflowonline.com/sti9ece0;-044-46/b-aadb-dd3b9ba38cd5/wsfed/wa-wsignin1.08wtrealm=http:/sl3xf2/R2Lub.us.uniflowonline.com/sti9ece0;-044-46/b-aadb-dd3b9ba38cd5/wsfed/wa-wsignin1.08wtrealm=http:/sl3xf2/R2Lub.us.uniflowonline.com/sti9ece0;-044-46/b-aadb-dd3b9ba38cd5/wsfed/wa-wsignin1.08wtrealm=http:/sl3xf2/R2Lub.us.uniflowonline.com/sti9ece0;-044-46/b-aadb-dd3b9ba38cd5/wsfed/wa-wsignin1.08wtrealm=http:/sl3xf2/R2Lub.us.uniflowonline.com/sti9ece0;-044-46/b-aadb-dd3b9ba38cd5/wsfed/wa-wsignin1.08wtrealm=http:/sl3xf2/R2Lub.us.uniflowonline.com/sti9ece0;-044-46/b-aadb-dd3b9ba38cd5/wsfed/wa-wsignin1.08wtrealm=http:/sl3xf2/R2Lub.us.uniflowonline.com/sti9ece0;-044-46/b-aadb-dd3b9ba38cd5/wsfed/wa-wsignin1.08wtrealm=http:/sl3xf2/R2Lub.us.uniflowonline.com/sti9ece0;-044-46/b-aadb-dd3b9ba38cd5/wsfed/wa-wsignin1.08wtrealm=http:/sl3xf2/R2Lub.us.uniflowonline.com/sti9ece0;-044-46/b-aadb-dd3b9ba38cd5/wsfed/wa-wsignin1.08wtrealm=http:/sl3xf2/R2Lub.us.uniflowonline.com/sti9ece0;-044-46/b-aadb-dd3b9ba38cd5/wsfed/wa-wsignin1.08wtrealm=http:/sl3xf2/R2Lub.us.uniflowonline.com/sti9ece0;-044-46/b-aadb-dd3b9ba38cd5/wsfed/wa-wsignin1.08wtrealm=http:/sl3xf2/R2Lub.us.uniflowonline.com/sti9ece0;-044-46/b-aadb-dd3b9ba38cd5/wsfed/wa-wsignin1.08wtrealm=http:/sl3xf2/R2Lub.us.uniflowonline.com/sti9ece0;-044-46/b-aadb-dd3b9ba38cd5/wsfed/wa-wsignin1.08wtrealm=http:/sl3xf2/R2Lub.us.uniflowonline.com/sti9ece0;-044-46/b-aadb-dd3b9ba38cd5/wsfed/wa-wsignin1.08wtrealm=http:/sl3xf2/R2Lub.us.uniflowonline.com/sti9ece0;-044-46/b-aadb-dd3b9ba38cd5/wsfed/wa-wsignin1.08wtrealm=http:/sl3xf2/R2Lub.us.uniflowonline.com/sti9ece0;-044-46/b-aadb-dd3b9ba38cd5/wsfed/wa-wsignin1.08wtrealm=http:/sl3xf2/R2Lub.us.uniflowonline.com/sti9ece0;-044-46/b-aadb-dd3b9ba38cd5/wsfed/wa-wsignin1.08wtrealm=http:/sl3xf2/R2Lub.us.uniflowonline.com/sti9ece0;-044-46/b-aadb-dd3b9ba38cd5/wsfed/wa-wsignin1.08wtrealm=http:/sl3xf2/R2Lub.us.uniflowonline.com/sti9ece0;-	\$	σ	1	•	÷
Microsoft Sign in Email. phone, or Skype Carrit access your account?					
Sign-in options					
Terms of u	se Priv	vacy &	k cook	ties	

4. Luego de presionar "Next o siguiente" deberá ingresar su contraseña:



5. Luego del paso anterior le pedirá verificar su cuenta mediante el autenticador de Microsoft:



6. Debe seleccionar nuevamente el botón [Continue with UCB Employee and Student Portal]:

Generative your identity provider X +		- o ×
← → C to ucb.us.uniflowonline.com/Login?ReturnUrl=%2F&		☆ 🖬 😩 :
	uniFLOW	
	Login to uniFLOW Online	
	Continue with UCB Employee and Student Portal	
	Login with uniFLOW Online Account	
	Remember my identity provider choice	
	Basever unit! ON/ Online Assessed	
	Need belo?	
	INCOMINED.	
	I seal satis Library Delia:	
	Legal notice Privacy_Policy	

- 7. Esto le brindara acceso al portal de Uniflow Online con su información de usuario.
 - a. Deberá buscar la sección "identities o identidades" ubicada al lado derecho de la pantalla."

👻 🌀 uniFLOW Online	× +						-	0	×
← → ♂ ≒ ucb.u	s.uniflowonline.com/#Dashboard						☆		:
uniFLOW							0	0	₽
Dashboard	① Add widget					Dashboard:	Dashboard		*
Start printing	My scan jobs - last 24 h		k	sentities			New iden	tity	ור
Extensions	C Active	Completed	10	Туре Ф	Value				
(i) Legal notice	,	Ũ	4.	Active Directory Federation Services					
	My activity - pie chart - Monthly			Card number					
			П.	Card number					
				🖂 Email					
			Н.	8.8. Microsoft Teams					
				an OneDrive					
				23 PIN					
	Color prints	B/W prints		දි _{හි} User name					
				டி மிலா name					
	Notifications	m	Ι.					Total: 9	
		Sort by Date *	N	ly queue			🔟 Del	ete -	
	Where to get help? •	01/12/2024	15	Job name			Creation date 😜		11
	Click the question mark icon in the upper right corner	Delete							1
	[< < < < < < < < < < < < < <	1 - 1 of 1							

8. Luego deberá ubicar la identidad con nombre PIN.

Identities		New identity
Type 🔶	Value	
r‰³ PIN	***	
		Total: 9

- 9. Al seleccionar dicha "identidad" esta se tornará de un color azul obscuro:
 - a. Hacer click en elipses (botón de tres puntos)
 - b. Seleccionar "Show Pin Code"
 - c. Se mostrará su código PIN de 5 dígitos.

Identities		New identity
Туре 🗢	Value	
ະ PIN	C ***	a 🔤
		D Show PIN cod
		Delete identity
		Total: 9