How to sign in to the PDAgent client or register

Your organisation decides how the Print Director app on your computer (the PDAgent client) knows who you are:

- **Automatically**, from the account you logged in to Windows with. You do not need to sign in.
- **With a login name and password**, typed into the **Sign in to Print Director** window.
- **With your PIN**, the same PIN you use at the printers.

If you have to sign in, the **Sign in to Print Director** window opens when you log in to your computer. If it is not open, right-click the Print Director icon at the bottom right of your screen and click **Sign in**. (If you cannot see the icon, click the arrow there to show the hidden icons.)

Sign in

Enter your login name and password, or your PIN, and click **Sign in**. You can only sign in with a user that already exists in Print Director. If you do not have one yet, register (below), or ask your administrator.

If you have forgotten your password and **Forgot password** is shown, click it. Enter your email address and a new password, then enter the code that is emailed to you.

Register as a new user

You can only do this if your organisation allows it, in which case **Register** is shown in the sign-in window.

1. In the **Sign in to Print Director** window, click **Register**.
2. In **Create your account**, fill in your details and click **Next**. Only the fields your administrator has turned on are shown. If you choose a password, it must meet the rules listed below the fields.
3. A code is emailed to you to confirm your address. Enter it when asked, and click **OK**.

Your registration is complete, and you are signed in. Depending on your organisation's settings, you may also get a welcome email, for example with your printer PIN.

Related articles

- *How to configure PDAgents for user login*

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