How to purchase items

1. Log in to your Student Center and locate the Finances section. Click on the ‘Purchase Items’ option from the drop-down menu.

   ![Finances menu](image)

   - **My Account**
     - Account Inquiry
     - Banking Details
     - Direct Debit
   - **Financial Aid**
     - View Financial Aid
     - Accept/Decline Awards
   - **Other Financial...**
     - Account Activity
     - Charges Due
     - Direct Debit Banking Details
     - Manual Payment Plan
     - Payments
   - **Purchase Items**
     - Sponsorship Details
     - Student Banking Details
     - other financial...

2. All the items that are available for you to purchase will be shown. You can click on each item to read a description.

   **Select Items**

   Enter the quantity for the items you wish to purchase. Use the calculate total push button to calculate the total amount of your purchase. Select NEXT to confirm your purchases.

   **Arts Purchase Items**

<table>
<thead>
<tr>
<th>Available Items</th>
<th>Unit Price</th>
<th>Quantity</th>
<th>Item Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Theatre, Film &amp; TV Field Trip</td>
<td>150.00</td>
<td></td>
<td>0.00</td>
</tr>
<tr>
<td>Theoc &amp; Rel Studies Field Trip</td>
<td>200.00</td>
<td></td>
<td>0.00</td>
</tr>
</tbody>
</table>
3. Enter the quantity of the items you require and select the ‘Calculate Total’ button to display the total amount payable. Click on the Next button to see a summary of your order.

<table>
<thead>
<tr>
<th>Description</th>
<th>Unit Price</th>
<th>Quantity</th>
<th>Item Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chemistry Lab Coat</td>
<td>15.00</td>
<td>2</td>
<td>30.00</td>
</tr>
<tr>
<td>Chemistry 3 Part Crse Lab Fee</td>
<td>12.50</td>
<td>0</td>
<td>0.00</td>
</tr>
<tr>
<td>Chemistry 3 Lab Fees</td>
<td>25.00</td>
<td>1</td>
<td>25.00</td>
</tr>
<tr>
<td>Chemistry Key Charges - £50</td>
<td>50.00</td>
<td>0</td>
<td>0.00</td>
</tr>
<tr>
<td>Sci &amp; Engineering Purch Items Total</td>
<td></td>
<td></td>
<td>55.00</td>
</tr>
</tbody>
</table>

Currency used is Pound Sterling

4. You will be asked to confirm the amount you wish to pay. You can cancel the payment at this point or click on the ‘Continue to Make Payment’ button.

Confirm Payment

* Your payment of £60.00 GBP will be collected through our secure third party payment provider.

5. You will be asked to select a payment method, we can accept Maestro UK, Solo, MasterCard or Visa. Click on the appropriate button and enter your card details.

6. Upon successful payment you should then receive a message allowing you to view your confirmed payment. Students can also view their receipts on MyCampus.