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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.

The screenshot shows the 'Finances' section of a student center. It includes a 'My Account' section with links for 'Account Inquiry', 'Banking Details', and 'Direct Debit'. There is also a 'Financial Aid' section with links for 'View Financial Aid' and 'Accept/Decline Awards'. A message box states 'You have no outstanding charges at this time.' with a 'Make a Payment' button. A dropdown menu is open, showing various options, with 'Purchase Items' highlighted in blue and circled with a red dashed line.

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			
Available Items	Unit Price	Quantity	Item Total
Theatre, Film & TV Field Trip	150.00	<input type="text"/>	0.00
Theo & Rel Studies Field Trip	200.00	<input type="text"/>	0.00

- 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.

Chemistry Lab Coat	15.00	<input type="text" value="2"/>	30.00
Chemistry 3 Part Crse Lab Fee	12.50	<input type="text"/>	0.00
Chemistry 3 Lab Fees	25.00	<input type="text" value="1"/>	25.00
Chemistry Key Charges - £50	50.00	<input type="text"/>	0.00
Sci & Engineering Purch Items Total			55.00

Currency used is Pound Sterling

Total

55.00

Calculate Total

Cancel

Next

Verify the amount and total of the items you have selected for purchase. If correct, select the NEXT push button. If you wish to make changes, select the PREVIOUS push button.

Selected Items	Term	Unit Price	Quantity	Item Total
Chemistry Lab Coat		15.00	2	30.00
Chemistry 3 Lab Fees		25.00	1	25.00

Currency used is Pound Sterling

Total

55.00

Cancel

Previous

Next

- 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

i Your payment of GBP will be collected through our secure third party payment provider.

Cancel

Previous

Continue to Make Payment

- 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. **Verified by VISA** **MasterCard. SecureCode.**
- Upon successful payment you should then receive a message allowing you to view your confirmed payment. Students can also view their receipts on MyCampus.