ePayment for printing on CSCE cluster machines

How to buy print credits

Access the Printing portal at https://myprinting.gla.ac.uk/.
On a CSCE machine (or via the Remote Desktop Service) you are automatically logged into the MyPrinting site (if using Internet Explorer). From non CSCE machines supply your normal GUID credentials to access the site.

Select the ePay option from the main page:

Your email address is automatically populated by the system.

Specify the value in pounds for the amount of credits to purchase.
The minimum is 5 and the maximum 30.
Click Accept to continue
By clicking Accept you are agreeing to the Terms and Conditions

You will then be taken to the Royal Bank of Scotland Worldpay® site, hosted on their secure servers, to process the card payment. This is similar to lots of current websites who use pay partners to provide ePayment options.

PLEASE NOTE - AT NO POINT DOES THE UNIVERSITY OF GLASGOW OBTAIN ACCESS TO YOUR CARD DETAILS, THEY ARE NOT STORED OR RETAINED IN ANY WAY BY THE UNIVERSITY.
On the RBS Worldpay site click Continue.

Check the amount value is the same as you entered previously, then select the card type you have that you wish to pay with.

You are forwarded to a page to take the details specific to your card type.

PLEASE NOTE CURRENTLY YOU HAVE TO PRESS THE CONTINUE BUTTON FROM INTERNET EXPLORER, IT WILL NOT AUTOMATICALLY PROCEED FOR YOU.
In this example a Maestro card was selected. Enter the relevant details in the fields marked with a star (*)

Select Make Payment to Continue (You may also Start again or Cancel Purchase)

To complete the transaction select Continue (Depending on the card you have used your card provider may require further authentication).

You will then be presented with a successful transaction page.
At this point you cannot return directly to the MyPrinting site (for security reasons). If you re-open the web browser to the https://myprinting.gla.ac.uk/ page you will see the result of the transaction listed in the transaction window, for example:

![Image of SafeCom window showing transactions]

**Note:** the entries for ePayment are marked *ePay*

You should also receive a confirmation email as per this example:

![Image of RBS WorldPay confirmation email]

**Note:** You are strongly advised to keep copies of your transaction receipts and confirmation emails, as they contain the details required to support any issues you may wish to raise or refunds you may wish to request in accordance with the University’s published refund policy.
Security Advice

For buying credits online a CSCE PC, or your own PC, is likely to be more secure than any other public PC.* (You are responsible for security on your own PC.)

Ensure no-one can see any confidential details you are typing in such as name, card number, dates and codes.

Be certain you are on the correct website and not a fraudulent website. CSCE PCs have a correct bookmark on the desktop. Elsewhere, don’t click any link unless you are certain it is genuine - instead type the website url or use a bookmark you have created. [When you are entering the confidential details, the webpage address should start with https: (instead of http: - the “s” means Secure) and a padlock should be displayed in the top or bottom bars of the browser. However this alone does not guarantee that you are accessing a genuine website.]

If any program offers to “remember your password”, don’t accept on any public or CSCE PC. It’s better not to do it even on your own PC for any site where financial or personal information is involved.

Take care to enter the amount of money correctly, and double-check it before confirming the transaction.

*If you must use a public PC, we strongly recommend you follow the advice at http://www.microsoft.com/protect/mobile/public/publicpc.aspx