How to Request a Replacement Campus Card

If you have lost your Campus Card you can order one through MyCampus for collection on the next working day. Alternatively, you can visit the Student Services Desk before 4pm Monday to Friday to order a new card in person which can be produced while you wait.

If your card has expired or been stolen and you can provide the crime reference number or evidence such as a police report then your card can be replaced free of charge at the Student Services desk.

1. Login to your student center and locate the Finances section. Click on the ‘Purchase Items’ option from the drop down menu.
2. All of the items that are available for you to purchase will be shown. Scroll down until you find the ‘SSET Purchase Items’ section. Enter 1 in the Quantity field and then click on the ‘Calculate Total’ button to display the total amount payable. Click on the Next button to see a summary of your order.

![SSET Purchase Items Table]

3. 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**

1. Your payment of £[amount] will be collected through our secure third party payment provider.

4. 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.

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