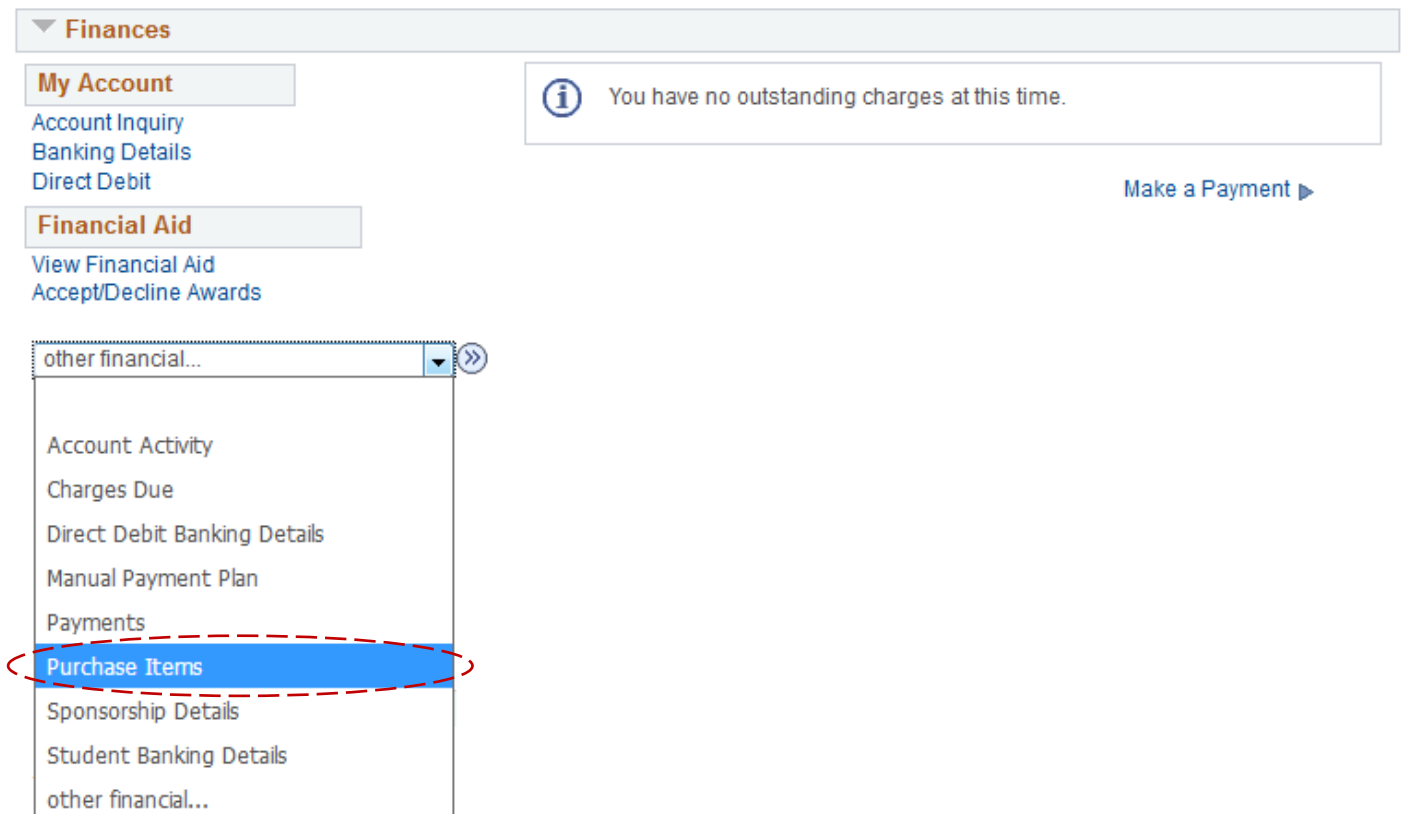


How to request a replacement campus card

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. 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 portal. Under 'My Account', there are links for 'Account Inquiry', 'Banking Details', and 'Direct Debit'. Under 'Financial Aid', there are links for 'View Financial Aid' and 'Accept/Decline Awards'. A notification box states 'You have no outstanding charges at this time.' with a 'Make a Payment' button. A dropdown menu is open, showing options: 'Account Activity', 'Charges Due', 'Direct Debit Banking Details', 'Manual Payment Plan', 'Payments', 'Purchase Items' (highlighted with a red dashed oval), 'Sponsorship Details', 'Student Banking Details', and 'other financial...'. The dropdown menu is currently set to 'other financial...'.

- 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				
Available Items	Term	Unit Price	Quantity	Item Total
Replacement ID Card	2017-18	10.00	<input type="text" value="1"/>	0.00
SSET Purchase Items Total				0.00

Currency used is Pound Sterling

Total

0.00

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
Replacement ID Card	2017-18	10.00	1	10.00

Currency used is Pound Sterling

Total

10.00

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.