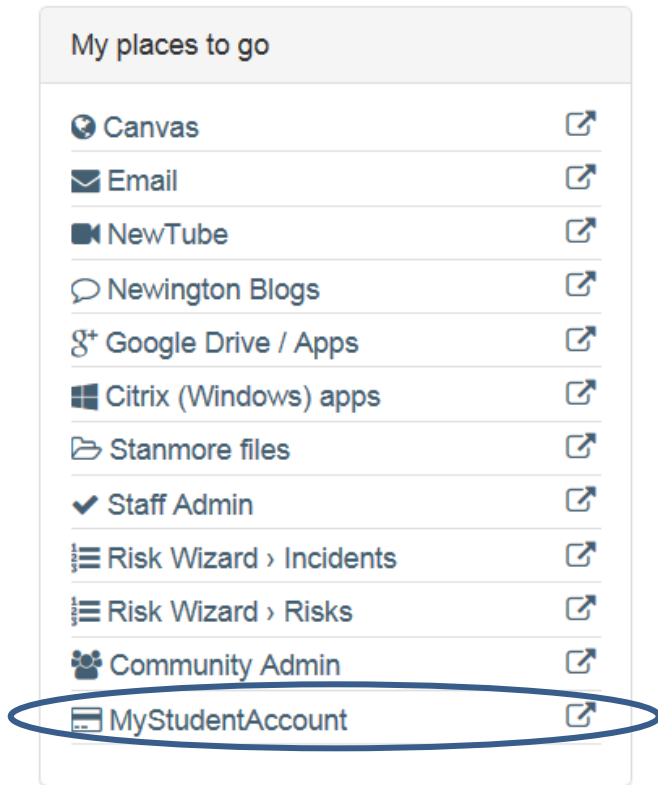
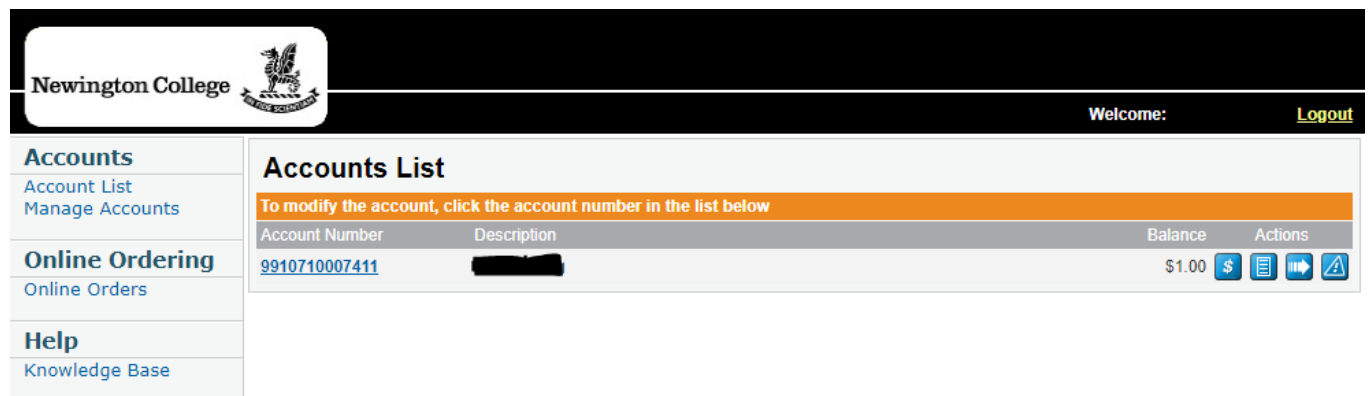


INSTRUCTIONS ON HOW TO USE YOUR STUDENT CARD TO PURCHASE ITEMS IN THE CAFETERIA


1. Log in to SPACES using your normal login details.
2. On the front page of SPACES, under “My Places to Go”, select “**My Student Account:**



3. This will take you to the My Student Account (MSA) page which looks like this:



4. You will see above that the current balance is \$1.00. If you have not used MSA before or have not added any amount recently, your balance will be \$0.00 so the first thing you need to do is add some funds to your account.

5. Click the  button. The following screen will appear:

Account Recharge

Enter the amount of the account recharge

Recharge Amount:
(minimum \$1.00) \$

6. Type in the amount you would like to add (for example \$50), then click Next to get this screen:

Account - Recharge/Payment

Please verify all details before you process the credit card payment

Amount	\$50.00
Account Number	9910710007411
Amount To Pay	\$50.00

Enter your credit card details


Card Type:

Name on Card:

Credit Card Number:

Card Verification Number: [What's this?](#)

Card Expiry Date (month / year): /

7. Add your credit card information (MasterCard or Visa) and then hit "Process Payment". It should take about half an hour for the funds to appear in your account but please allow a full 24 hours if possible.
8. Once the funds are on your account, students are able to use their Newington ID card to purchase items at the cafeteria (and also College Physiotherapy, if required).
9. At the cafeteria, select your purchases as usual. When you reach the cash registers, swipe your card. The amount of your purchases will be deducted from your My Student Account balance.
10. You can monitor purchases made and the balance of your My Student Account by clicking:  and following the instructions.