CASHLESS GUIDANCE

Going Cashless

- From 31st October 2016 the College is withdrawing cash payment facilities from some of its retail outlets. From this date, all staff and students will be required to pay using their College ID cards.

- Using your College ID card and EBS Student Number, you will need to register on the Cashless Portal and buy Top-Up credits online

- Visit the College website, ItsLearning or the Staff Hub and click on the Cashless Top-Ups link to Register, buy Top-Ups and manage your account

- Lost or stolen cards should be logged on the Portal or reported to Reception immediately

- There is a £5 charge for lost, damaged or replacement ID cards

Outlets

The following outlets will only accept cashless payments:

- All Bistros and Refectories

The following outlets will continue to accept cash as well as cashless:

- Hair & Beauty Salons

- Riverside Restaurant

- THinc Cafe

The following outlets will be cash only:

- The Arena Sports Hall

- The Pavilion Sports Park (3G pitch)

Vending machines – there are cash and cashless vending machines on both campuses.

Register and Manage your Account

Upon receipt of your College ID card, you should immediately register on the Cashless Portal to set up an account:

- Access the Cashless Portal via the College website, ItsLearning or Staff Hub

- Click Register as a new user

- Enter your e-mail address and create a secure password, and select Register

- A verification e-mail will be sent to the e-mail address entered. Go to this e-mail to verify the account is valid

- Clicking into your account, select Add Card, and enter your Student Number (Staff must use their EBS number)

- Click Confirm to submit

Once registered, you can purchase Top-Up credits for your College ID card:

- Select the Card Management tab, Top-Up option and the required credit amount: £5, £10, £20 or £50

- Complete the payment section. You will then be redirected to the secure WorldPay payment screens

- A final message will confirm the credits have been added to your account, and will be transferred to your card the next time it is presented at any College card reader, eg vending machine or till

Other Functions

As well as purchasing Top-Up credits, you can also view your transaction history and report a lost or stolen card.