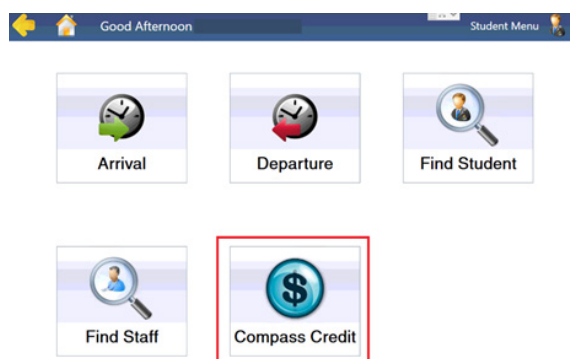# COMPASS CARD FOR CANTEEN

THERE ARE 2 WAYS TO LOAD MONEY ONTO YOUR COMPASS CARD

USE THE COMPASS KIOSK IN THE CANTEEN FOYER TO LOAD CASH. PLEASE FOLLOW THE INSTRUCTIONS ON THE SCREEN

1. Swipe the ID card at the Kiosk

2. Choose the 'Compass Credit option'

3. View the current balance and then choose to top it up. **You can insert coins/notes into the Kiosk.**

LINK A CREDIT/DEBIT CARD ON PARENT LOGIN ON COMPASS

We encourage parents to link credit/debit cards through the PARENT login. The College accepts no liability for any misuse of funds.

1. Log into Parent Login on Compass

2. Click the 'Settings Cog' icon in the top right corner of the toolbar

3. Click on 'My Payments'

4. Click 'Link a Credit Card' under Payment Methods on the light blue side-bar.

5. Top up your student/s cards - you will be sent a receipt via email.

6. You can also set automatic top ups. Please note that initial credit must be loaded first before an automatic top-up will be triggered.