

How to pay for book deposits via payment portal

Select the waffle button on the intranet.

Select College Portal

Sign into College Portal using your Truro and Penwith College log in details.

At the top of your page, you will see the below bar.

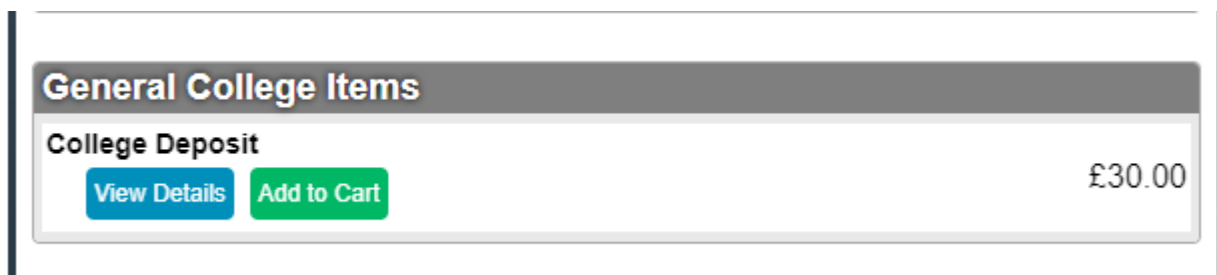


Select drop down menu 'Purchase' and you should now be able to see the following listed items:

- View Available Items
- My Cart
- My Purchase History

Select the Student account you want to make a purchase.

Select available items, select college deposit in General College items and add it to your cart.



Check your cart to make sure you have everything in there that you wish to purchase. Then click 'proceed to payment'.

You will be asked to provide your billing details, after which you will be taken to the payment provider, Sagepay. Fill out the payment form as required.

Once your payment is complete, the page will be redirected to the Payment Portal home page. From here you can see your transaction receipt, which you will also be emailed.

To review receipts, select my purchase history from the purchase drop down menu.