

Guide to Callywith College Payment Portal – Setting Up an Account and Purchasing an Item

College Deposits and Bus Passes can be paid for using our online payment portal which you can access here: www.callywith.ac.uk/portal

1. Setting up a new account (Existing students should already have an account and should skip to item 3) New students - on the Payment Portal, select 'Create an External User Account'. You will require your student ID number which you can find in your invite to interview letter. Fill in the boxes and click 'Submit Registration'.

The screenshot shows the 'New Account Registration' page on the Callywith College Payment Portal. The left sidebar contains a 'Main Menu' with various options. The main content area is titled 'New Account Registration' and includes instructions on how to sign up, a form for 'About You' (Forename, Surname, Email Address, Confirm Email, Mobile Number), and a 'Student 1 Details' section (Student ID, Date of Birth, Postcode). A 'Submit Registration' button is located at the bottom of the form.

2. Verify Account – Next you need to verify your email address and phone number to activate the account. You will receive an email and a text, each with a different verification code to enter on the portal. This can take up to 10 minutes to deliver and may go to your spam/junk folder. BT.com users may need to add callywith.ac.uk as a trusted source to stop emails being automatically blocked. Your username will appear on screen, we suggest making a note of this as you will need this for future logins.

The screenshot shows the 'New Account Registration' page after successful registration. The left sidebar remains the same. The main content area displays a confirmation message: 'Your Account Has Been Registered'. It states that details have been saved and students are linked. It shows the 'Your Account Details' with the username '150315'. It also indicates that the password will be emailed and that verification codes will be sent to the user's email and phone. The 'What Comes Next?' section lists the remaining steps: 'Username: 150315', 'Verify Email Code', and 'Verify Phone Code'. 'Resend codes' and 'Verify' buttons are provided at the bottom.

Your account will then be generated, and you will receive an email containing your username and password. We recommend logging in and purchasing the required items before changing your password.

3. Buying an item – Click Purchase Items and log in.

Options for external accounts or existing students

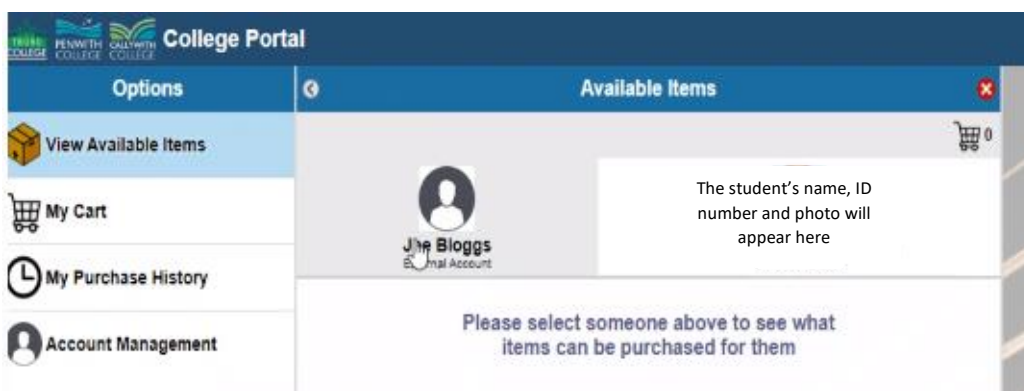
[Link Additional Students to My Account](#)
Click here to be taken to your account management page, where you can add and remove linked student accounts.

Purchase Items
To purchase College items for yourself or your linked students, click here to be taken to the Payment Portal.

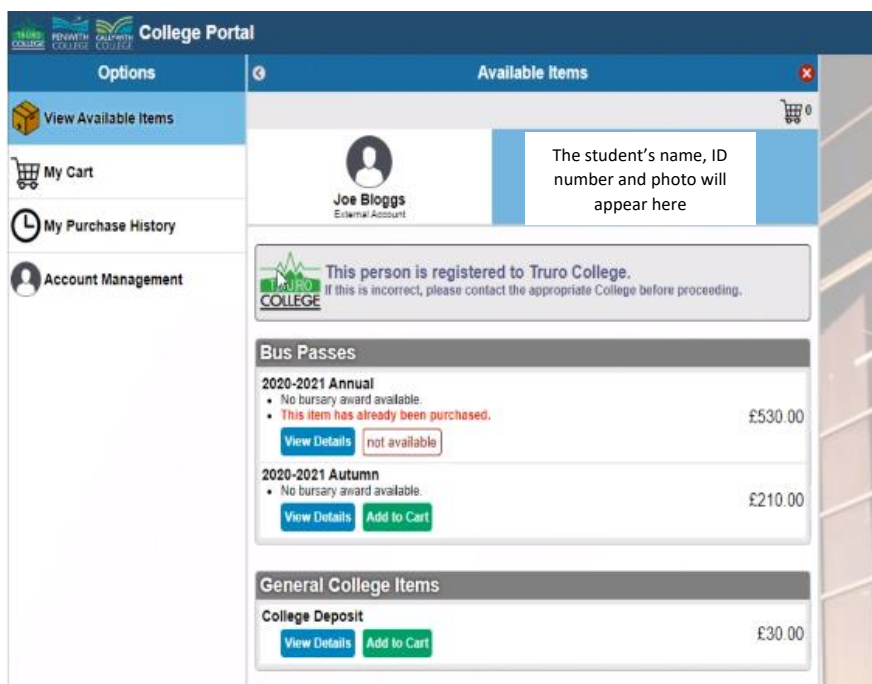
[Change my Password](#)
If you know your password, but want to change it, click here.

[Manage My Account](#)
All other management tools for your account are here.

4. Select the student you wish to buy for – it should show their name, student ID number and their student photo if they have uploaded one.



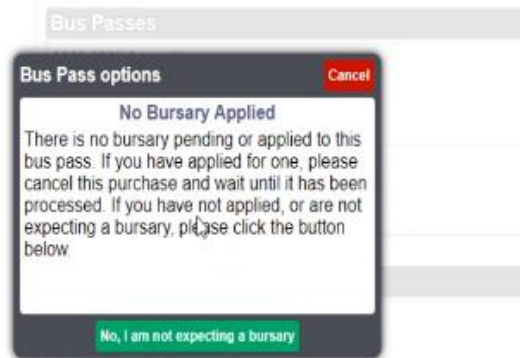
5. Select an item – To use the buses between Bodmin town centre, Bodmin Parkway Station, and the College, you can select the Bodmin Only pass. This free pass needs to be applied for in the same way as a paid-for bus pass – please continue to follow the instructions below. If you are purchasing an annual or termly pass, you will **NOT** need to purchase the Bodmin Only pass as Bodmin routes are covered under these passes.



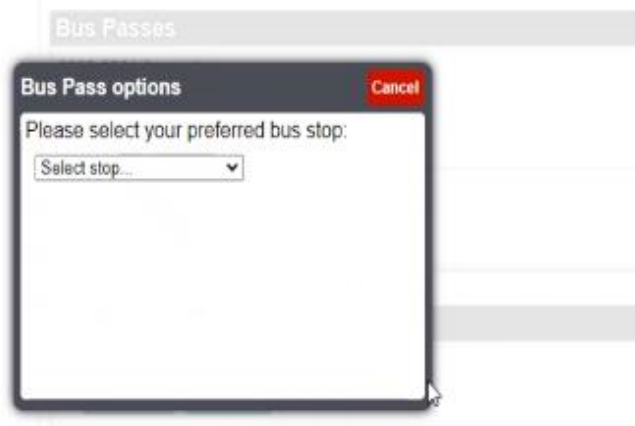
Item	Price	Buttons
2020-2021 Annual	£530.00	View Details, not available
2020-2021 Autumn	£210.00	View Details, Add to Cart
College Deposit	£30.00	View Details, Add to Cart

Purchasing a Bus Pass

6. Bus Pass options – Bursary - If you have already applied and are eligible for bursary funding, the amount will be discounted and appear here. If you are expecting a bursary and it is not yet showing or your bursary award is still being processed, please DO NOT purchase your bus pass until your funding is showing.

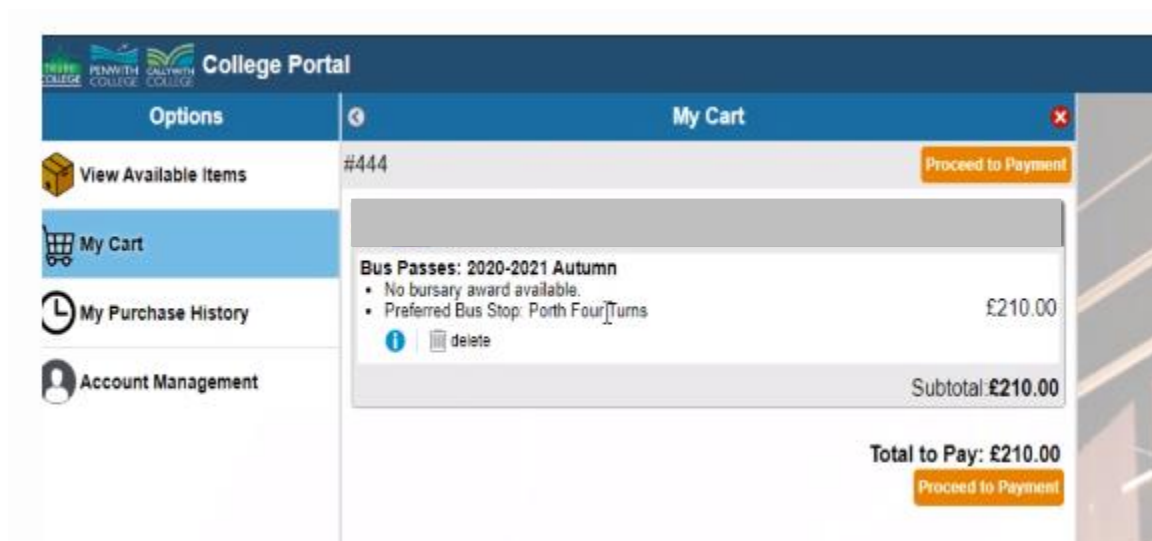


7. Bus Pass options – Select a stop



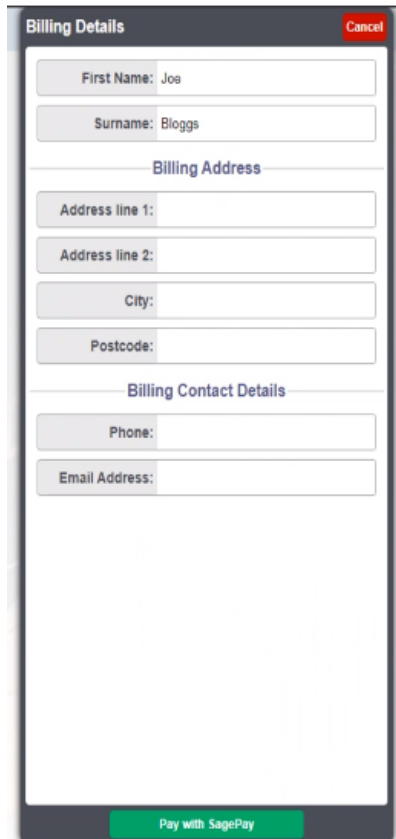
8. My Cart - review before proceeding to payment

Click the shopping cart from the menu on the left of the screen and check the items you have selected before proceeding to payment.



Payment Process

9. Payment – Billing Details – the billing address must match the card address



Billing Details Cancel

First Name: Joe

Surname: Bloggs

Billing Address

Address line 1:

Address line 2:

City:

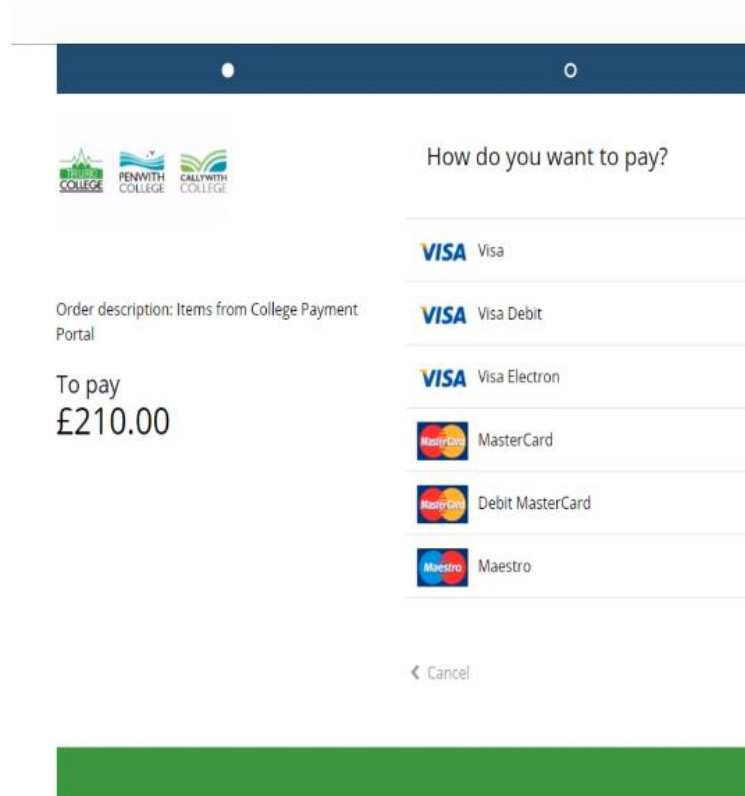
Postcode:

Billing Contact Details

Phone:

Email Address:

[Pay with SagePay](#)



How do you want to pay?

VISA Visa

VISA Visa Debit

VISA Visa Electron

MasterCard MasterCard

MasterCard Debit MasterCard

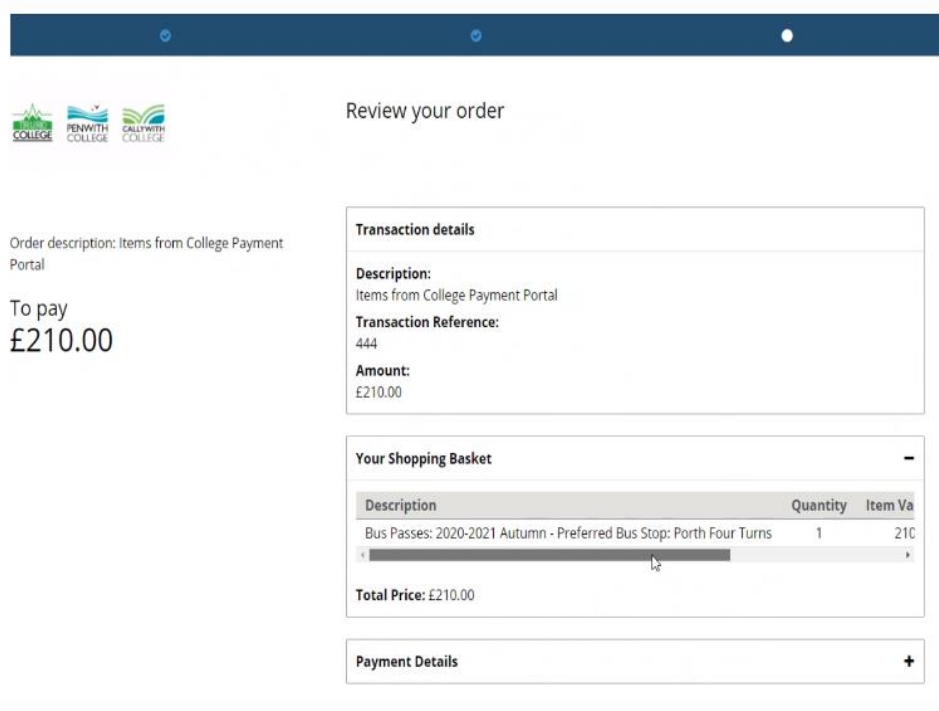
Maestro Maestro

Order description: Items from College Payment Portal

To pay
£210.00

[Cancel](#)

10. Payment – Review your order - The card holder will go through a card 3D check. For example, the bank may want the card holder to enter a code sent by them to complete the transaction. If you start to checkout an item, complete the whole process otherwise SagePay will time you out and fail the transaction. If your transaction fails – you have not yet been charged – you will need to log back into the portal and click retry or cancel. If you select retry it will resubmit the details to SagePay. If you select cancel, it will mark the transaction as cancelled so you can start the payment process again.



Review your order

Order description: Items from College Payment Portal

To pay
£210.00

Transaction details

Description:
Items from College Payment Portal

Transaction Reference:
444

Amount:
£210.00

Your Shopping Basket

Description	Quantity	Item Va
Bus Passes: 2020-2021 Autumn - Preferred Bus Stop: Porth Four Turns	1	210

Total Price: £210.00

Payment Details

An online version of this leaflet is available via www.callywith.ac.uk/portal