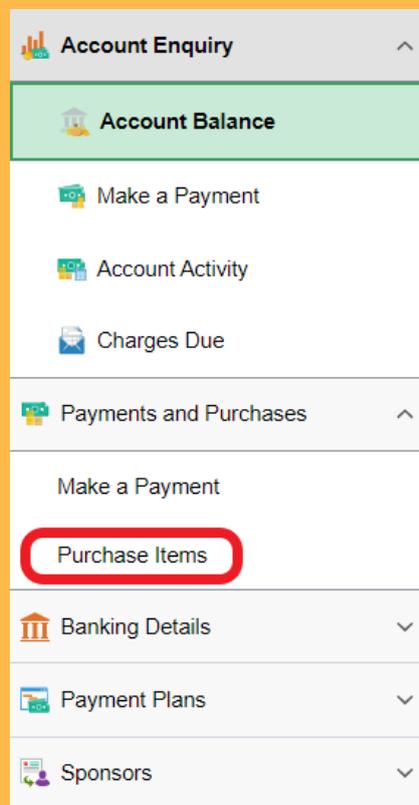## How to purchase items

1. Log in to MyCampus and select the Finances tile from the Student Homepage.

2. Select the Purchase Items option from the dropdown menu.

Purchase Items

<div style="text-align: right">Next</div>

Select the desired Purchase Item Heading to reveal your available purchase items from that category, i.e. SSET Purchase Items

Then enter the quantity for the items you wish to purchase.
Use the calculate total push button to calculate the total amount of your purchase.
Use the confirm push button once you are satisfied with your selection.

▶ **Arts Purchase Items**

▶ **Sci & Engineering Purch Items**

▶ **SSET Purchase Items**

Total	**0.00**

Currency used is Pound Sterling

Calculate Total

3. Select the relevant dropdown menu and fill in the relevant fields with the desired quantity. Then select Calculate Total.

4. Keep clicking next until you reach confirm payment and click submit. This will then lead to a form in which to type your payment details. Once you have completed this, click Confirm Cardholder's Details at the bottom of the page. Upon successful payment you should then receive a message allowing you to view your confirmed payment.