

Using the College's Cashless Catering Portal

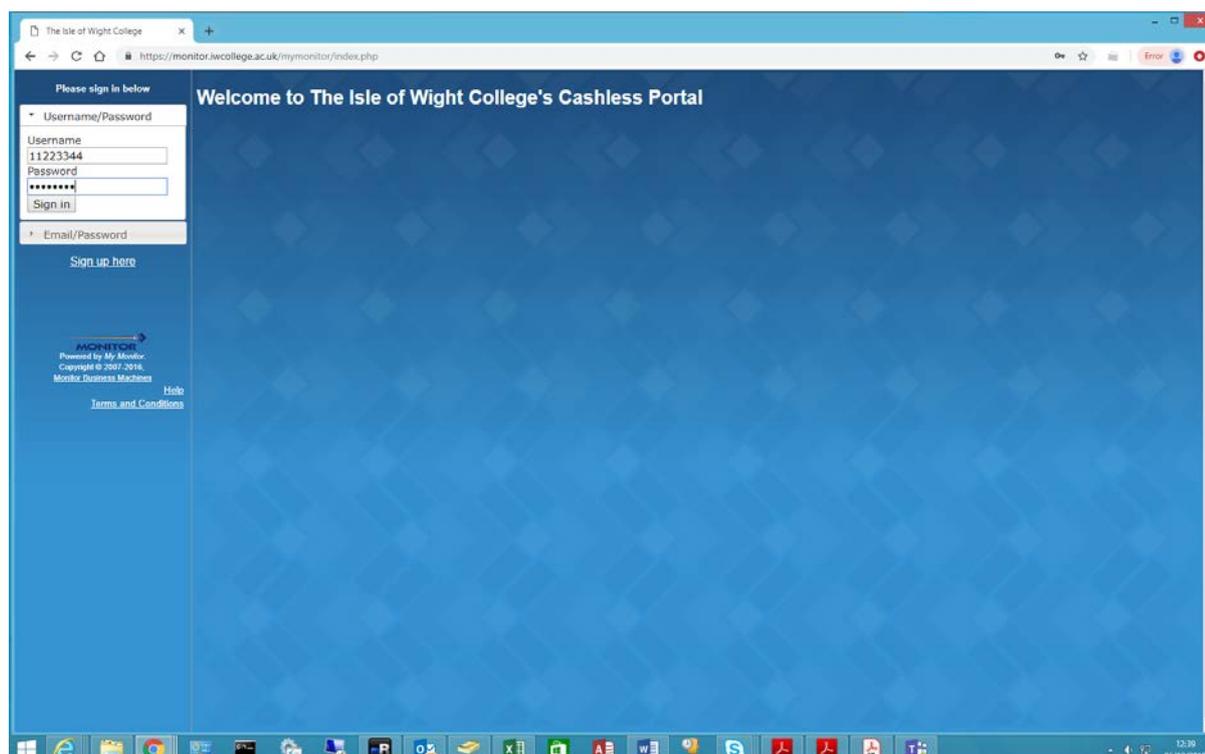
Getting Started

To access the college's cashless catering system portal the user must browse to the URL <https://monitor.iwcollege.ac.uk/mymonitor/>

Creating an Account

Students and Staff

Students and staff log into the portal using their normal college computer credentials.



At the first time of logging in they will be prompted to create their cashless portal account, and should choose **Cashless Card User** from the drop down list.

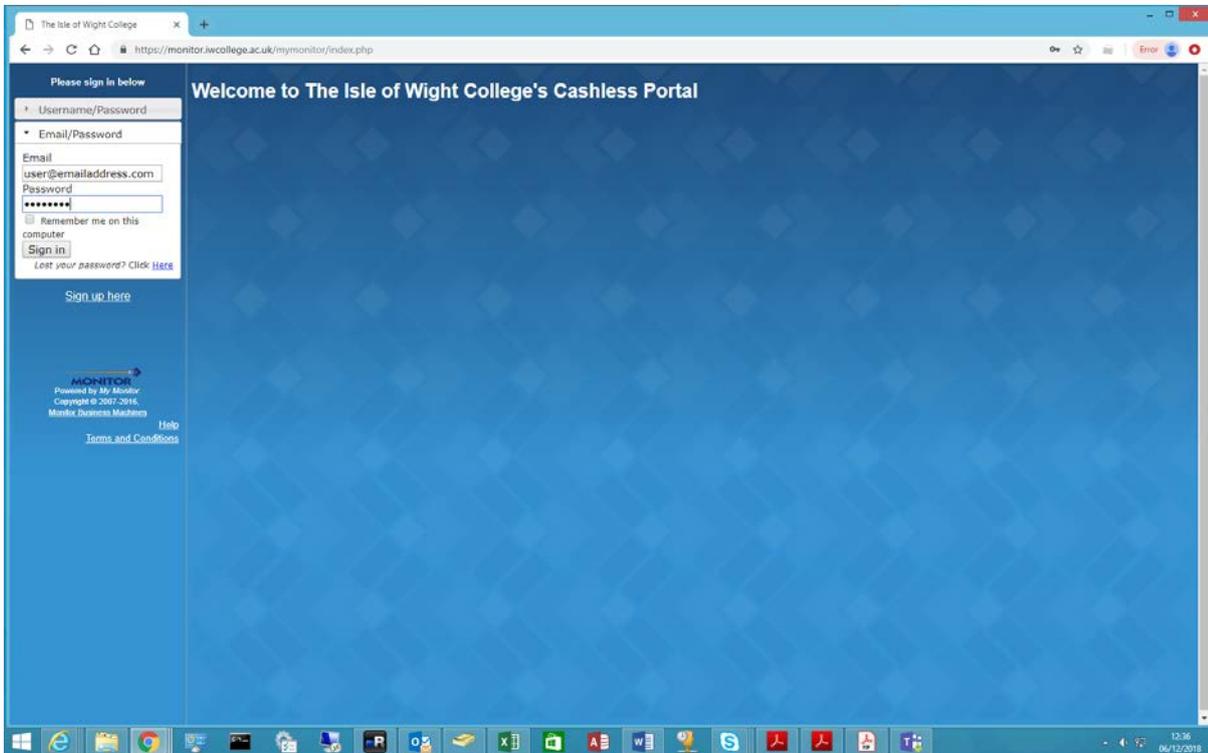
If the user already has a college email address associated with their computer account, they will just need to agree to the terms and conditions before proceeding, otherwise they will be prompted to specify an email address to receive email receipts, statements and notifications.

Students and staff can give other users access to their account by clicking on **Allow Access to Account** and specifying the email address of the person that they wish to give access to.

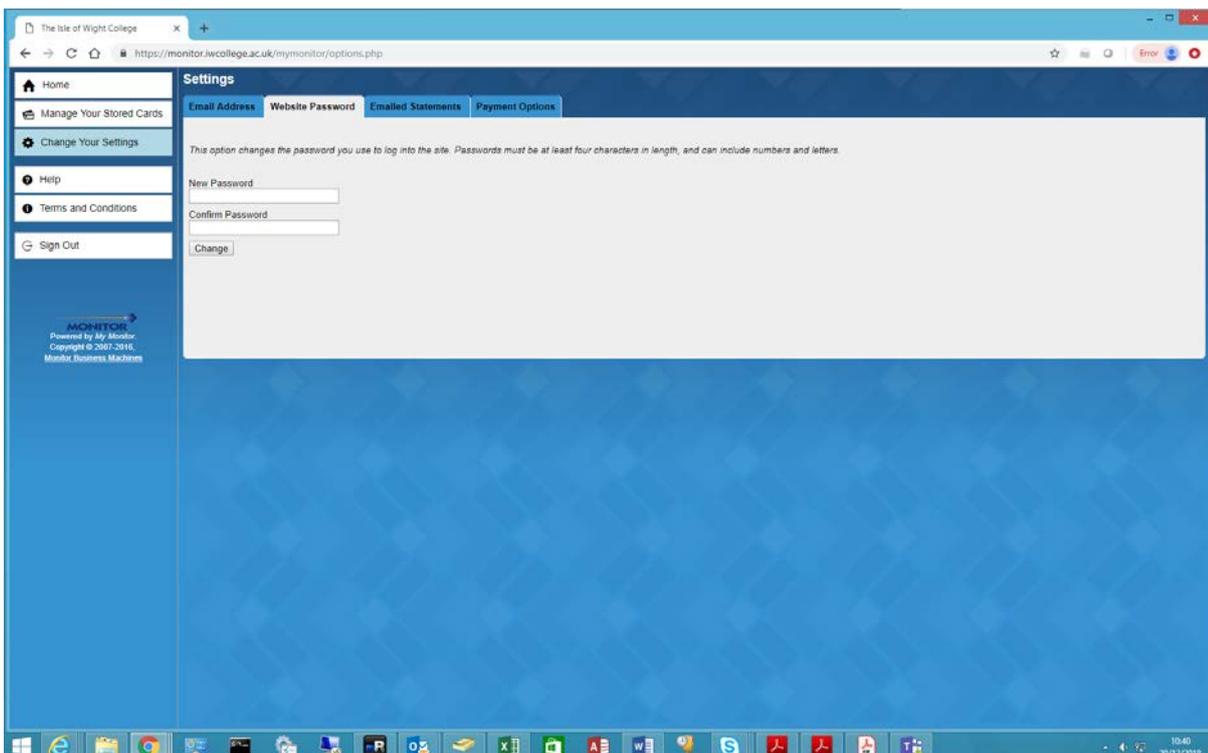
Parents

Parents can create an account on the system by clicking **Sign up here** on the front page and filling out the **Create Parent Account** form.

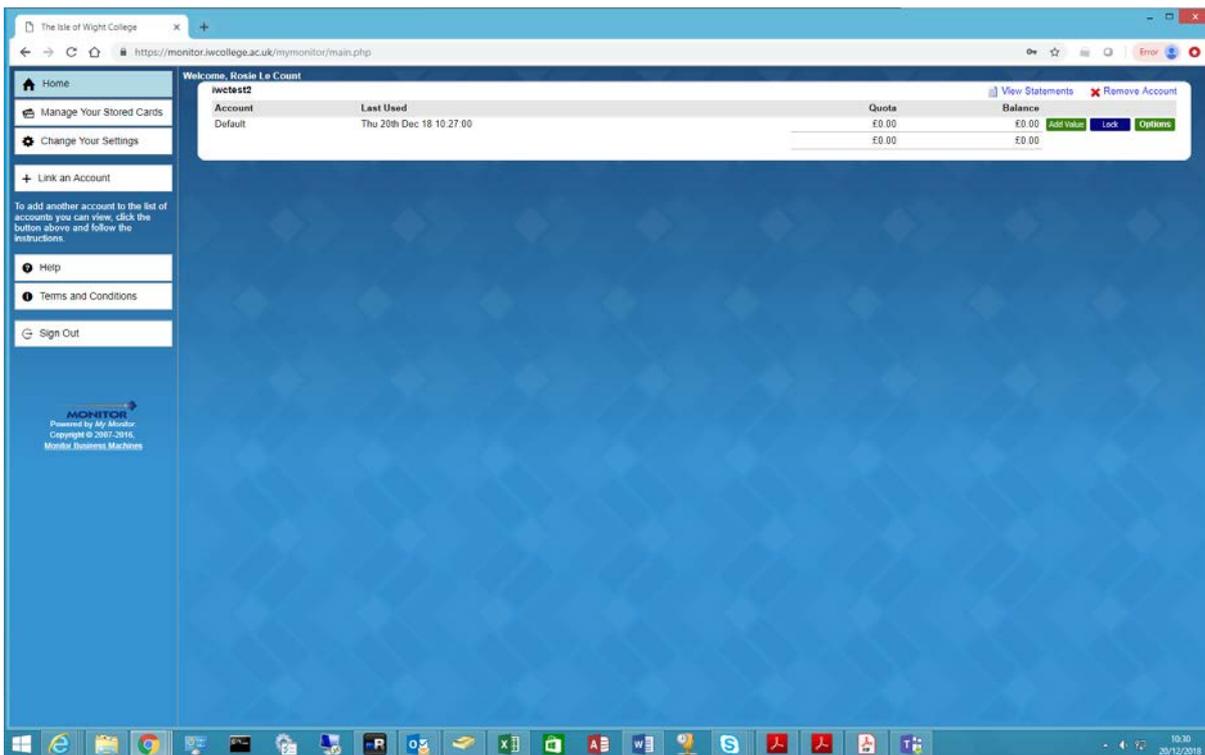
After filling in their details, and agreeing to the Terms and Conditions, they will be sent an email containing their password. When they receive this they will be able to log into the site using their email address and the password provided



It is strongly recommended that parents change their password by using the **Change Your Settings** option in the left hand menu and selecting the **Website Password** tab.

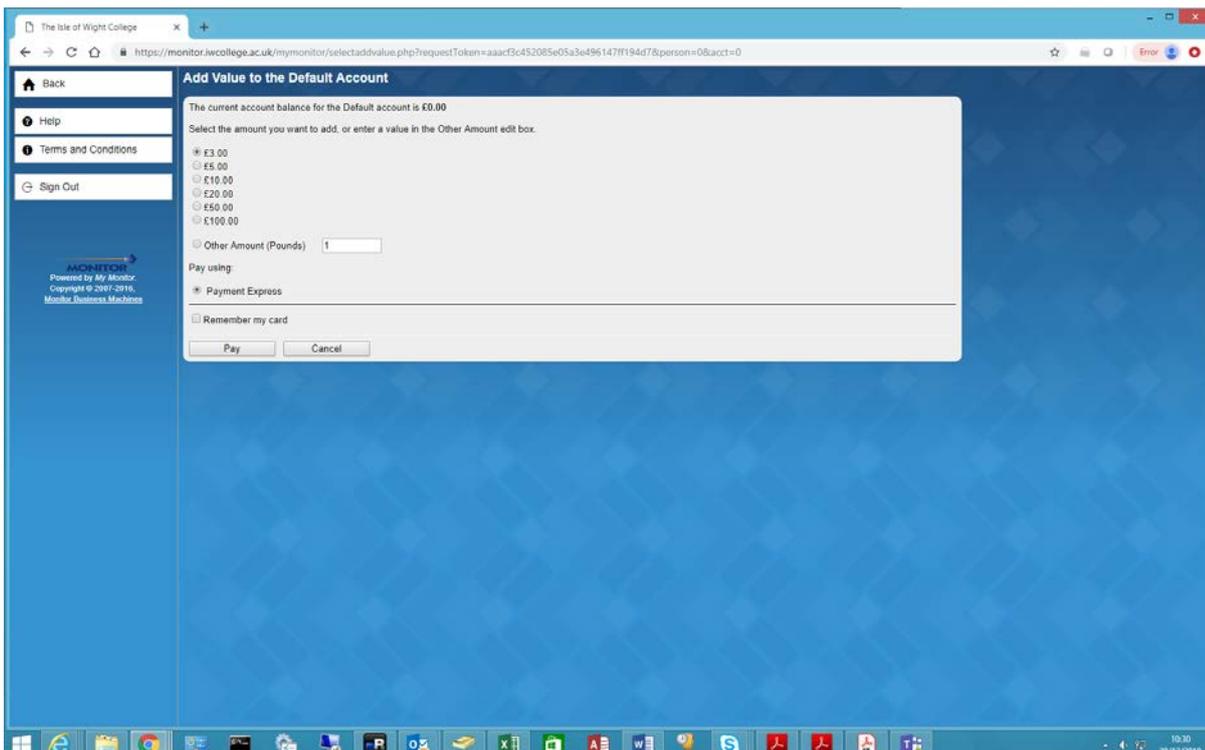


When logging in after creating their account a parent will see any accounts that they are able to manage.



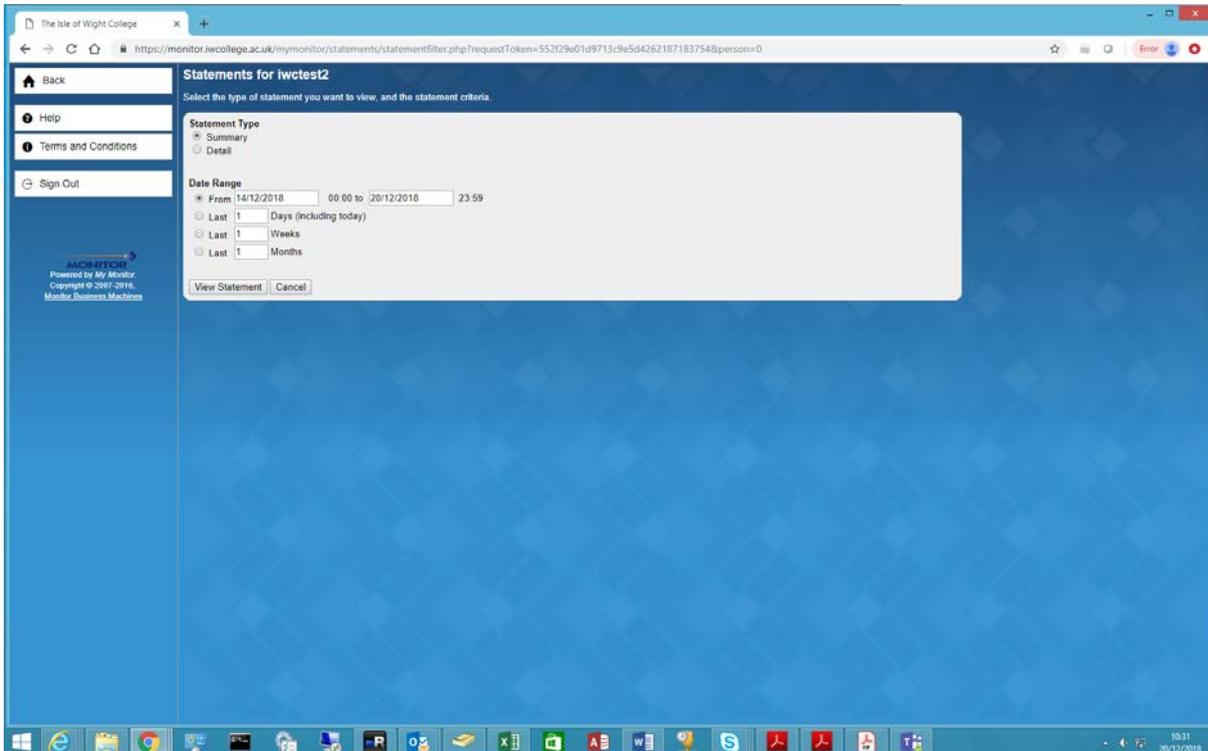
Adding Value to Accounts

A user adds value to an account by clicking the **Add Value** button shown next to each of their managed accounts. This takes them to a screen where they can select an amount from a preset list, or enter a custom amount. When they click the **Pay** button they are taken to a secure credit card processing page where they enter their card details. Once the card processing is complete the selected value is added to the account and the user is returned to the account management page.



Viewing Statements

A user can display statements for their accounts by selecting the **View Statements** link. This will take them to a statement options page where they can choose between a Summary or Detail statement and the date range to include in the statement.



The user can also configure the system to send them statements on a regular basis by using the **Change Your Settings** option in the left hand menu, navigating to the **Emailed Statements** tab and selecting their preferences of choice.

