STUDENT
SERVICES
ENQUIRY
TEAM

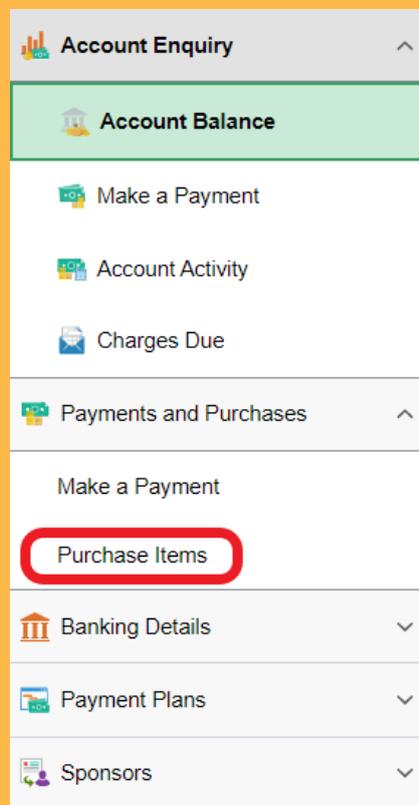www.glasgow.ac.uk/sset

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How to request a replacement Campus Card

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

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

3. Then click the SSET Purchase Items dropdown menu and place a 1 in the quantity field, before clicking next in the top right corner of the screen.

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.

5. Once payment is completed your replacement card will be printed by 10.00am the following morning (weekdays only) and made available for collection on Level 2 of the Fraser Building. You will receive an e-mail with collection instructions as soon as it is available.

If you urgently need your replacement card on the same day that you make payment, we may be able to print this for you on demand in the Fraser Building. Once payment is completed, please just come to the Student Service Desk on Level 2, Monday – Friday, between 10.00am and 4.00pm.