

reigate•college

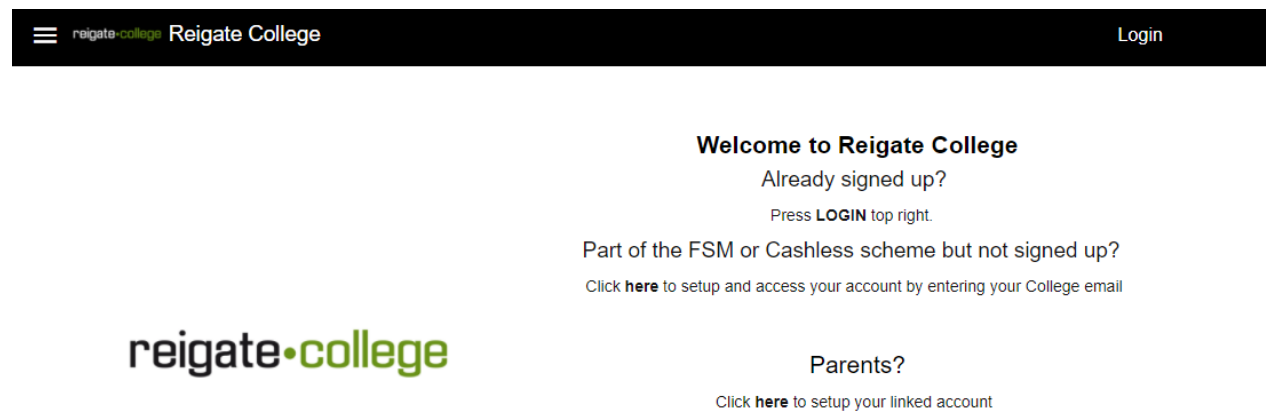
Contents

- Homepage..... 2
- Creating Password for your Student Account..... 3
- Creating a Linked Account 4
- Link Account Sign Up Confirmation Message 5
- Link Account Email Address Validation..... 5
- Account Login for Student and Linked Account..... 6
- Adding a Parent Link Account 7
- Adding/ Removing Multiple Parent / Guardian Link Accounts..... 10
- Confirming Parent / Guardian Link 11
- Adding Funds to the Student’s Account 14
- FAQs 20

Homepage

Use this website

<https://reigatecollege.mcr-symphony.net/login.aspx>



reigate college Reigate College Login

Welcome to Reigate College

Already signed up?
Press **LOGIN** top right.

Part of the FSM or Cashless scheme but not signed up?
Click **here** to setup and access your account by entering your College email

reigate•college

Parents?
Click **here** to setup your linked account

On the homepage of the website there are several options available depending on the type of user you are.

Creating Password for your Student Account

If you are part of the FSM or Cashless Scheme, then your account will already be registered with our system. You will need to set your password to use the website.

Click on “**Here**” to access the password request form.

Welcome to Reigate College

Already signed up?

Press **LOGIN** top right.

Part of the FSM or Cashless scheme but not signed up?

Click **here** to setup and access your account by entering your College email

Enter your College Email Address and click Send.

E-mail address

XXXXXXXXXX@reigate.ac.uk

Confirm Email

XXXXXXXXXX@reigate.ac.uk

Send

You will then see the below message.

Thank you, We have sent an email to **XXXXXXXXXX@reigate.ac.uk** which contains all the information you will need to setup your password.

Please remember to check your Junk box if you can't find it!

If your email address is registered and correct you will receive an email with instructions on how to set your password, as below.

reigate•college

Hi **XXXXXXXXXX**,

We've received a request to reset your password for your Reigate College account. If you didn't make the request, just ignore this email. Otherwise, you can reset your password clicking the button below:

Reset Password

If clicking the button does not work, please make a new request to reset your password.

If you have received this message in error, please ignore this email and you should not receive any additional emails.

Thank you.

Reigate College

Creating a Linked Account

If you are a Parent / Guardian, you will also need to create a linked account for your child. Click on “**Here**” to access the account creation form.

Parents?

Click **here** to setup your linked account

To create a Parent / Guardian Link account, enter your First and Last Name, your date of Birth and your personal email address. You will then need to set a password for your account and confirm the password in the box below. Finally, you will need to click the confirmation of creation of a link account and accept the Terms and Conditions. If you would also like to sign up for email confirmations of activities such as Purse Top Up Confirmations, please also tick the opt in box for email communications



Create Account

Title ⓘ

First Name ⓘ

Last Name ⓘ

Date Of Birth ⓘ

E-mail address ⓘ

Confirm New Password ⓘ

A Link Account is not a regular account. Link Accounts are used as a means to add funds to a regular account.

Only tick the box if you are sure you require a Link Account

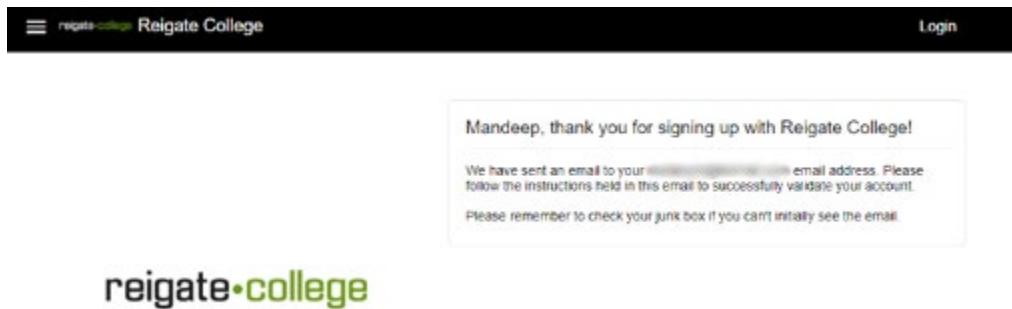
I understand and would still like to create a Link Account

By checking this box you will be opted in for email communication. Changes can be made by visiting account details once logged in.

I accept the [Terms and Conditions](#) and have read the [Privacy Policy](#).

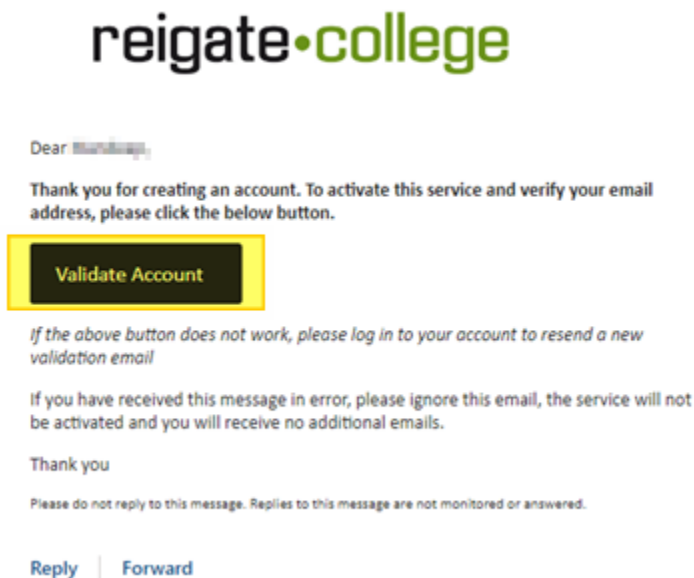
Create Account

Link Account Sign Up Confirmation Message

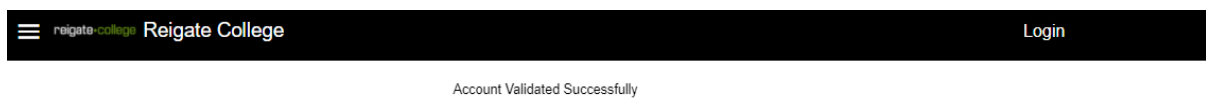


Link Account Email Address Validation

Once you have created your account, you will need to look for the validation email in your email inbox (check your junk mail items too), this will be sent within 5 minutes of successful sign up. Click on the “**Validate Account**” button within the email.

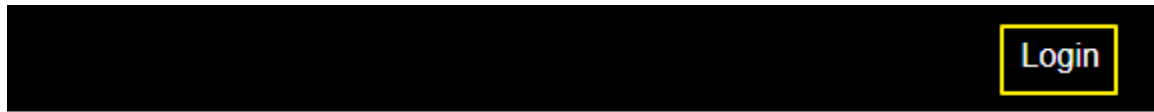


Once you have clicked the validation button within the email, the Reigate College Cashless Account Portal will open in your browser and show the “**Account Validated Successfully**” message below.

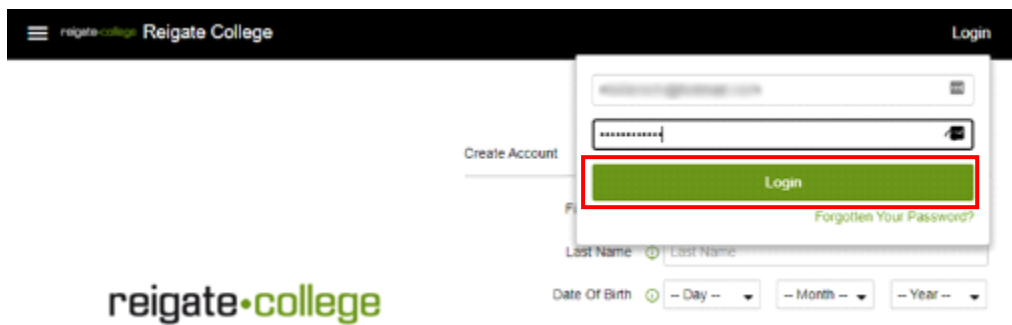


Account Login for Student and Linked Account

Once you have your student or linked account setup click the “**Login**” button on the top right-hand of the website.



Enter your email address and the password created during the password request / sign up process. Click “**Login**”



reigate college Reigate College Login

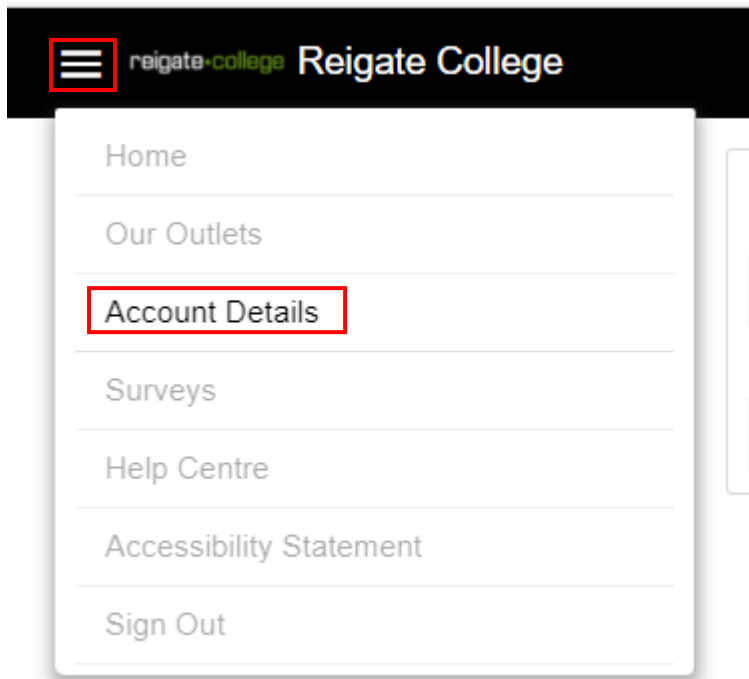
Create Account

reigate college

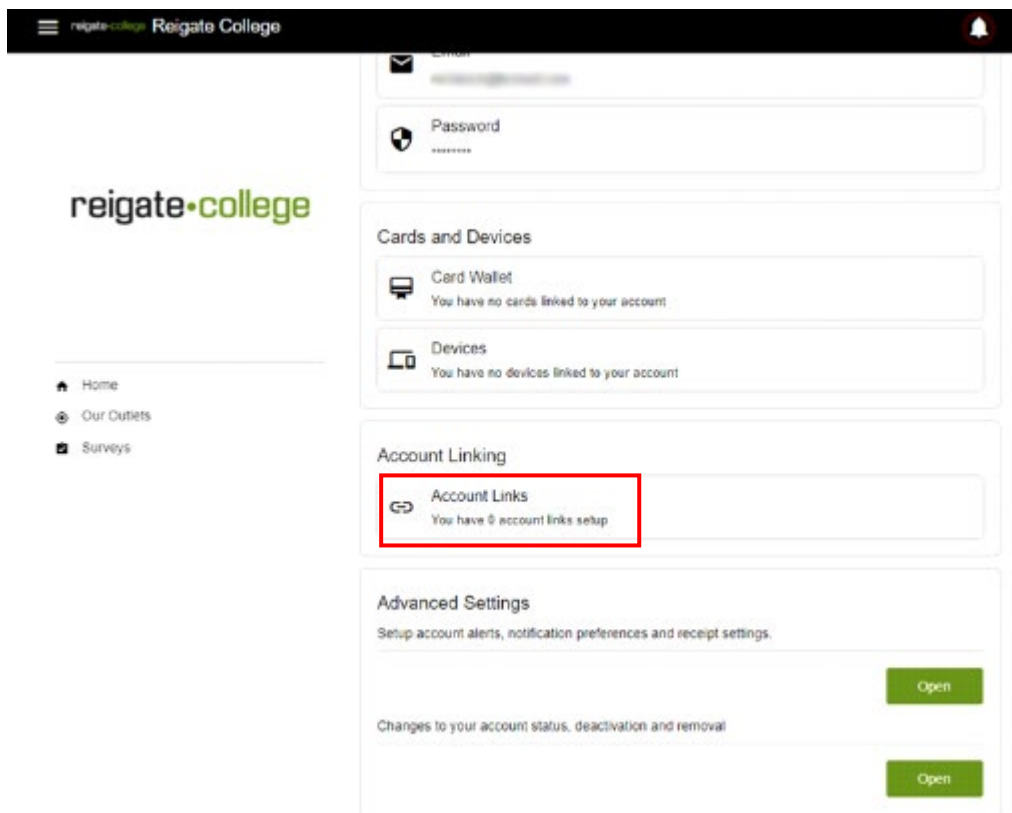
Last Name Last Name

Date Of Birth -- Day -- -- Month -- -- Year --

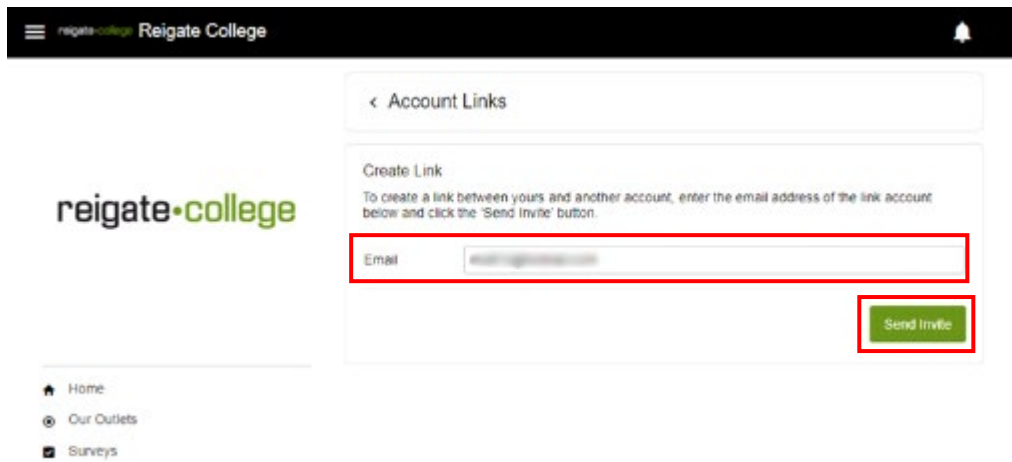
Adding a Parent Link Account



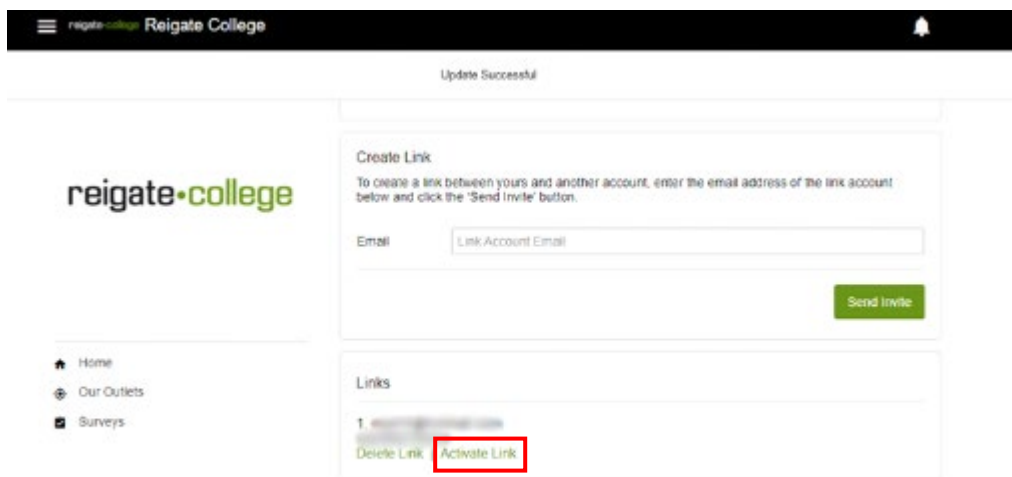
From the Menu Option on the top left of the screen, select '**Account Details**'



Click the "**Account Links**" option on the page.



If your parent or guardian has created a link account, please enter the email address that they used during their Link Account sign up process (Note: If the parent account has not been setup and validated, please see **Creating a Linked Account** section before completing this step), then press the 'Send Invite' button.



The Screen above shows confirmation that the invite has been sent to the parent / guardian link account email address. The student should click the "Activate Link" option against the Link account to accept the link as soon as the Parent / Guardian Linked Account confirms that they would like to link to the student's account.



- Home
- Our Outlets
- Your Wallet
- Surveys

Account Details

Name
Email
Postcode

Account Links Pending Activation.
Click here to activate.

Your Wallet

[View All](#)

Cashless (Cash)	£5.00
FSM Purse (Cash)	£4.00

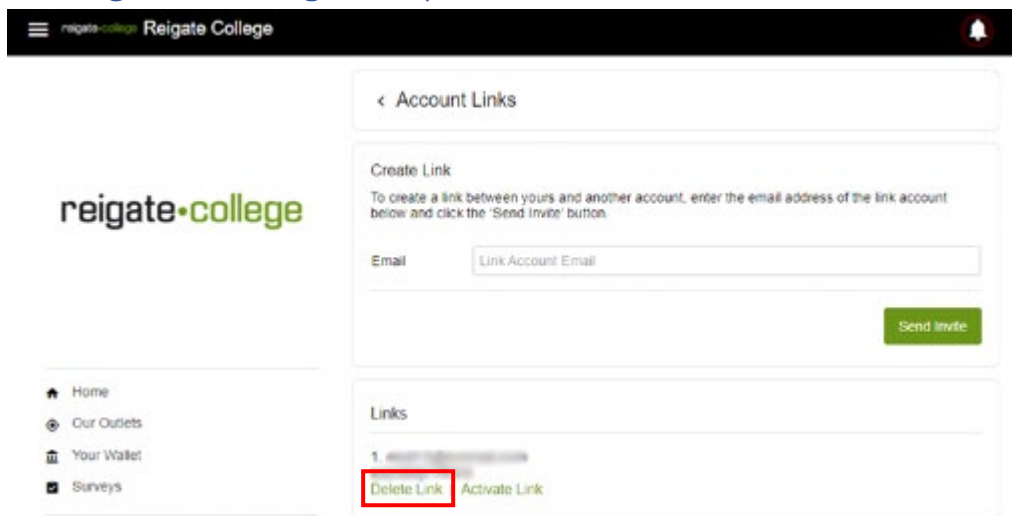
Account Links

[View All](#)

Mandeep Parent	Requires Activating
----------------	---------------------

Screen above shows the link pending activation (i.e., the Activate Link option has not yet been selected.)

Adding/ Removing Multiple Parent / Guardian Link Accounts

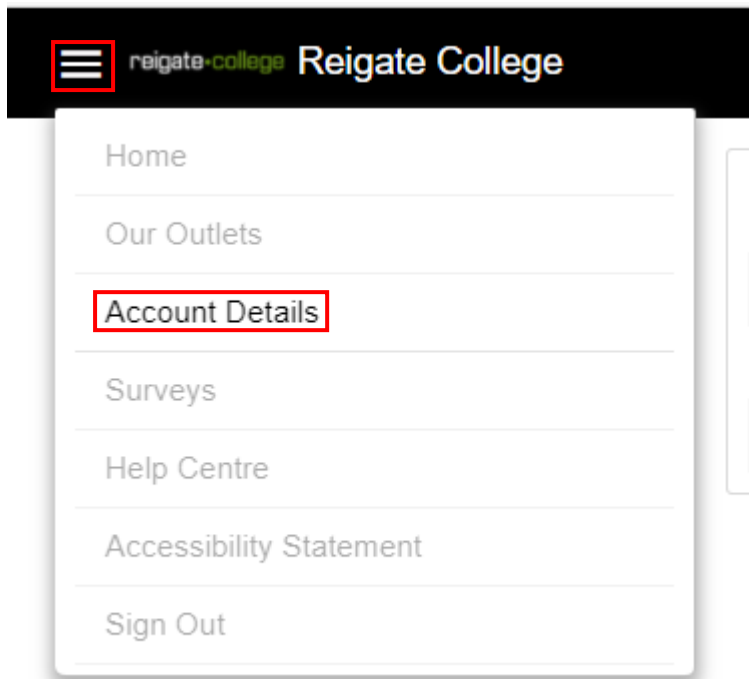


The screenshot displays the 'Account Links' interface on the Reigate College website. On the left is a navigation menu with 'Home', 'Our Outlets', 'Your Wallet', and 'Surveys'. The main content area is titled 'Account Links' and includes a 'Create Link' section. This section has a text input field labeled 'Link Account Email' and a green 'Send Invite' button. Below this is a 'Links' section containing a table with one entry. The 'Delete Link' button for this entry is highlighted with a red rectangular box.

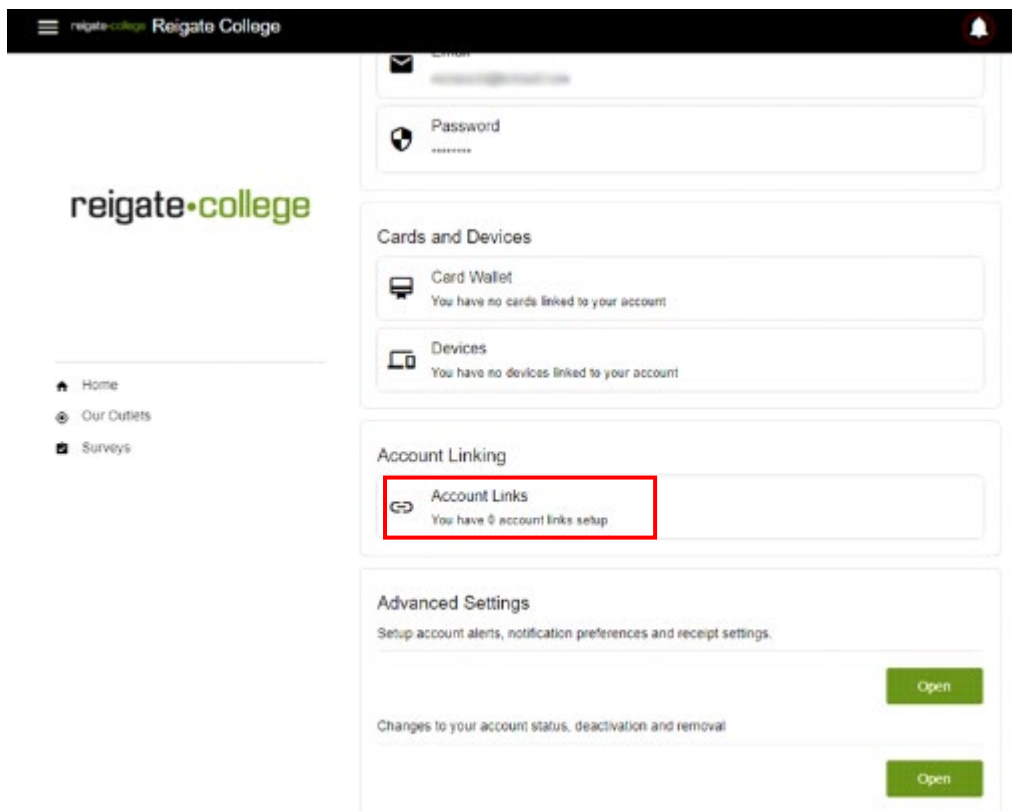
To add additional link accounts, enter the registered email of the link account and click the 'Send Invite' button. Note: Link accounts must have been created and validated before sending the invitation.

Link Accounts can also be deleted by the student from this page by clicking on delete link.

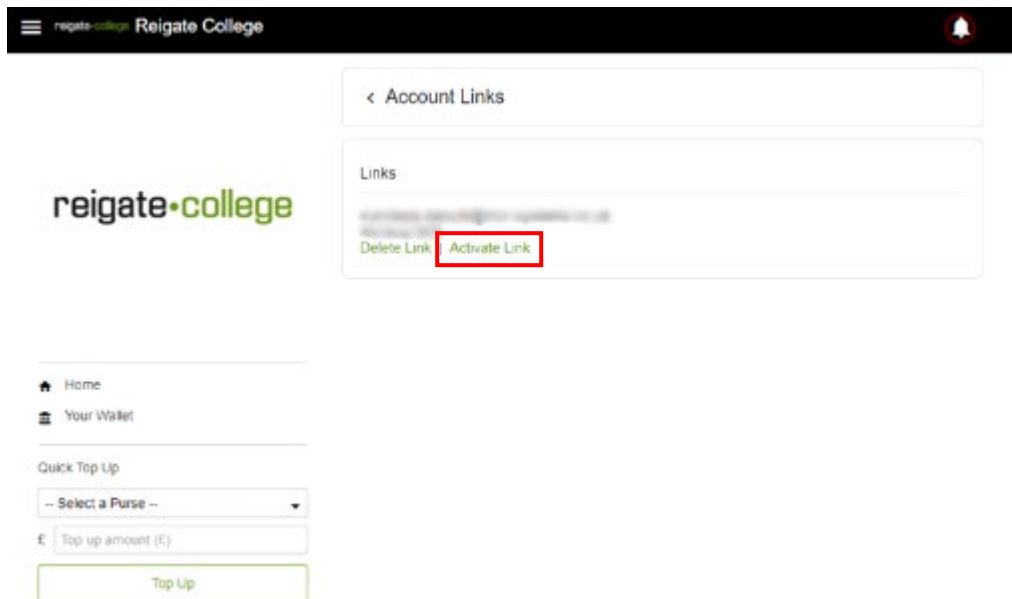
Confirming Parent / Guardian Link



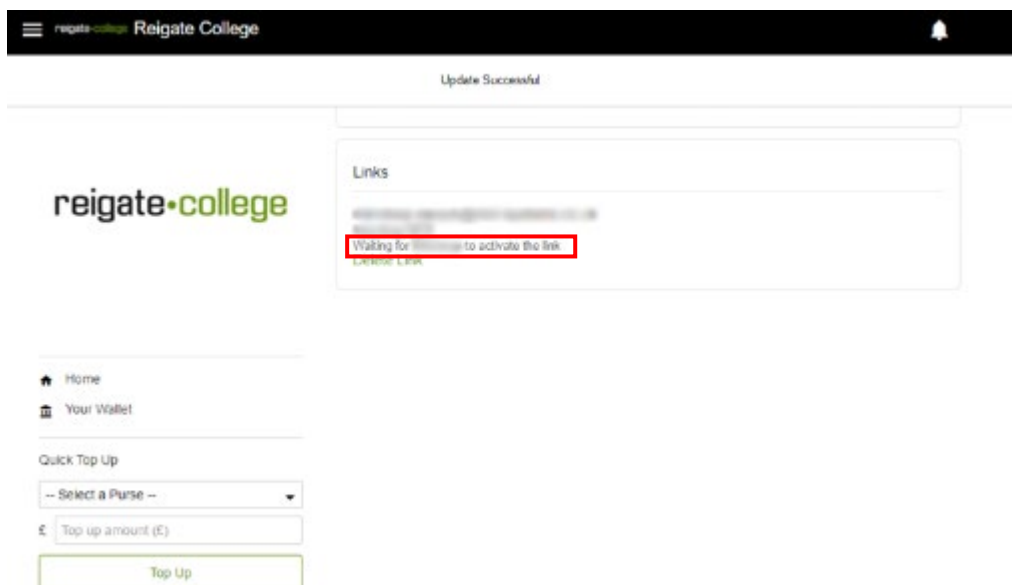
From the Menu Option on the top left of the screen, select '**Account Details**'



Click the "**Account Links**" option on the website




Then click the 'Activate Link' option next to the student's account.



The page will then show that the link is awaiting activation from the child account. At this point the Child will need to log back into their account and accept the link request.



The accounts will then be linked.



reigate-college

Account Links

Links

- 
Delete Link
- 
Waiting for link to activate the link
Delete Link

Home

Your Wallet

Quick Top Up

-- Select an Account --

-- Select a Purse --

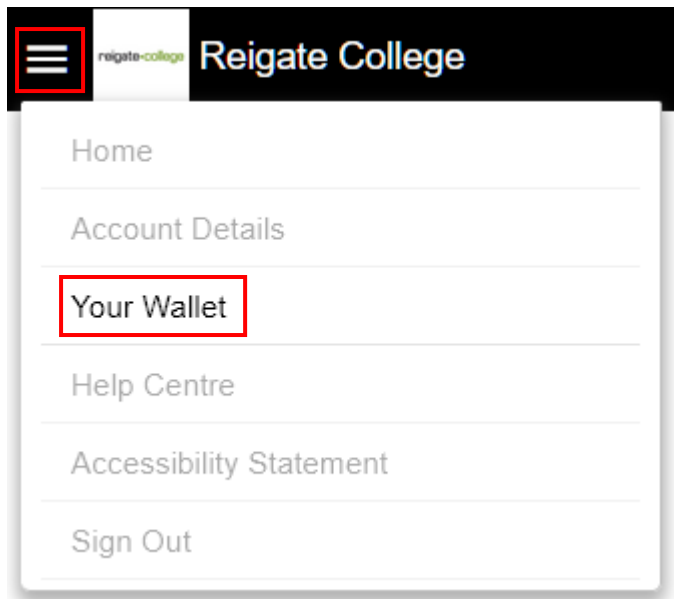
£

Top up amount of:

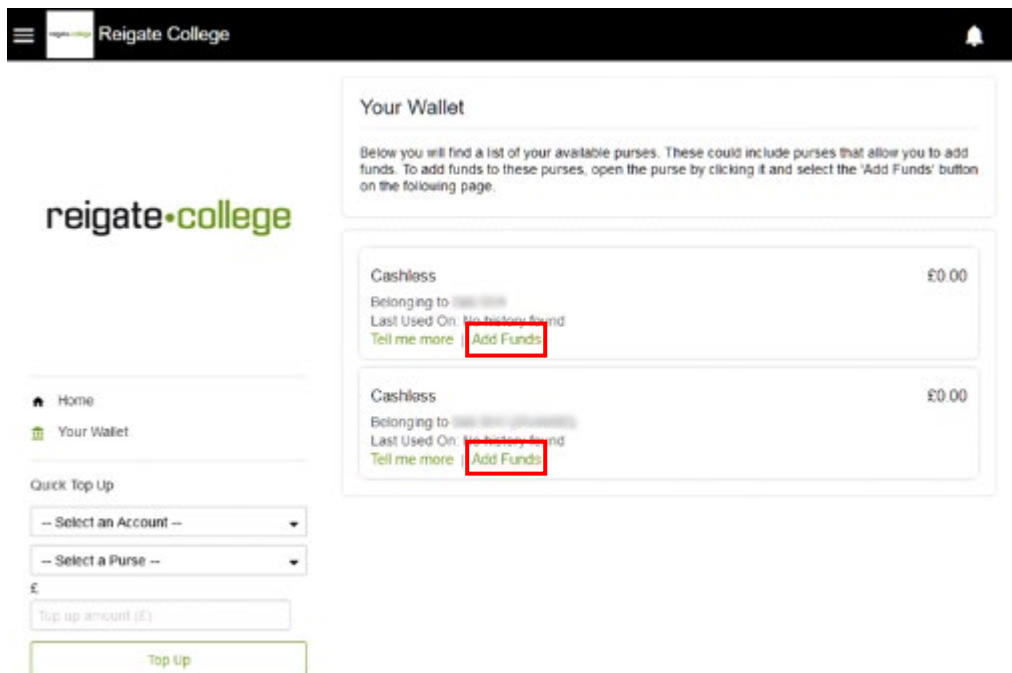
Top Up

Multiple students can link their account to your Parent / Guardian Link Account.

Adding Funds to the Student's Account



Login to your account and select the Menu option from the top left of the page, then select 'Your Wallet'



Select the 'Add Funds' option from the student's account that you would like to add funds to.

Purse Top Up

[View All Purses](#)

reigate•college

Home
Your Wallet

Quick Top Up

-- Select an Account --

-- Select a Purse --

£

Top up amount (£)

Top Up

Select a Purse

	Balance
<input checked="" type="radio"/> Cashless Auto Top Up: Off	£0.00
<input type="radio"/> Cashless Auto Top Up: Off	£0.00

Select a Top Up Value

£5.00
Balance after top up: £5.00

£10.00
Balance after top up: £10.00

£15.00
Balance after top up: £15.00

£20.00
Balance after top up: £20.00

£30.00
Balance after top up: £30.00

£50.00
Balance after top up: £50.00

£

Continue to Payment

Confirm the account, purse and value that you would like to add to the student's Cashless Account, Pre Set amounts are available or you can enter a different amount on the bottom option, then click 'Continue to Payment'. Please note that the minimum top up amount is £1 and the maximum is £500.

reigate•college

Home
Your Wallet

Payment Method

[Edit Payment Cards](#)

Enter the credit card owners billing details below and then select the pay button to continue.

Billing Details

First Name


Last Name


Email

Pay

Enter your own Billing Details, this information will be prepopulated with the information used during the link account sign up process but can be amended at this stage.


Enter the credit card owners billing details below and then select the pay

dnapayments  ✕

Card number 

Please enter a valid card number

Cardholder name





Expiry date CSC/CW 

I agree with [terms and conditions](#)

Total:
£ 5.00

Order number:
5-0CA7E735

Order description:
Top Up

Powered by: dnapayments  All payments secured by: nccgroup  Mastercard SecureCode  PCI DSS Certified 

You will then be prompted to enter your payment card details in a secure pop-up window. When Ready click the **'Next'** button

dnapayments



Just a Few More Details

United Kingdom



Street address

City

Postal code

PAY

Total:

£ 1.00

Order number:

6-3823E3AE

Order description:

Top Up

Powered by:

dnapayments



All payments secured by:


nccgroup

Mastercard
SecureCode

VERIFIED
by VISA

PCI DSS
Certified

Enter the street address, city and post code for where your card is registered.

dnapayments |  ✕


Your payment is being processed





Please wait, do not close or refresh the page

Total:
£ 1.00

Order number:
6-3823E3AE

Order description:
Top Up

Powered by:  dnapayments

All payments secured by:  nccgroup  Mastercard SecureCode  VERIFIED by VISA  PCI DSS Certified

Your Payment will then be processed...

dnapayments

Payment successful

You will be automatically redirected to the site after 30 sec

RETURN TO SITE

Total:
£ 1.00

Order number:
6-3823E3AE

Order description:
Top Up

Powered by: dnapayments

All payments secured by: nccgroup, Mastercard SecureCode, VERIFIED by VISA, PCI DSS Certified

And if successful, a payment confirmation message will be shown.

The Student's Cashless balance will be immediately updated with the Top-Up value and an email confirmation will be sent the student's registered email account, confirming that their balance has been successfully increased by a link account.

Reigate College - Purse Top Up Confirmation



ReigateCollege@mcr-symphony.net
To: [Redacted]

Reply Reply All Forward

Mon 20/09/2021 14:21

reigate•college

Dear [Redacted],

We are sending you this email as confirmation that one of your linked accounts has successfully added funds to one of your account purses. Please see the details below as confirmation.

ORDER DATE: 20 September 2021
LINK ACCOUNT: [Redacted]
ACCOUNT PURSE: Cashless
TOP UP AMOUNT: £1.00

[Visit your Account](#) to view your current purse balance and to check all of your Recent Activity. If there is an issue with this top up please visit your account and read the FAQ to find out what to do and whom to contact.

Thank you for using the Reigate College service.

Please do not reply to this message. Replies to this message are not monitored or answered.

FAQs

Q. I have completed the sign-up process, but have not received a validation email?

A. Please check your Junk / Spam mail

Q. I have completed the password request process, but have not received a password reset email?

A. Please check your Junk / Spam mail and also check if you have entered your email address correctly. The system will not tell you if you have entered an incorrect email address due to security

Q. I have sent the invitation to a link account, but this is not yet active?

A. Please ensure both your account and the link account have clicked the 'Activate Account' option next to the linked account name(s)

Q. Can I store my payment card details against my account?

A. This feature will be available soon.

Q. Can I see the recent purchase activity for the Student's account?

A. Yes, but this does need the Student to select the 'Share Recent Activity' option against your account under their account login.