

How to use the eCard Top Up Kiosk

Parents and students may top up their accounts using the eCard Top Up Kiosk which is located at the Cafeteria. Following are 7 simple steps on how you can top up your eCards.

1 Touch screen to begin



2 Tap your card on the reader



3 Follow instructions on the screen

4 Insert your money into the slot



5 Press to confirm your top up



6 Press if you need a receipt OR to finish



7 Collect your receipt from the slot



Note: Alternatively, parents may also top up through our Finance Department (1st Floor, Administration Block).

How to use the eCard Balance Checker

Parents and students can check on their account balance by using the Balance Checker which is located at the Cafeteria.

1 Tap your card on the device



3 Available balance will appear on the display



2 Green LED blinking – device reading card's information



4 Remove your card from the device