



Campus Café *MicroMarket*  
**HOW-TO GUIDE**

## Setting up a new account:

**Step 1:** Press Manage Account on bottom right.

**Step 2:** Press New Account and a screen will display. Enter the information in the top 4 lines. Unique ID should be your first initial and first 5 letters of your last name.

**Step 3:** Enter a 4-digit PIN Number. Enter again when prompted.

**Step 4:** Using the blue fingerprint pad, touch the Thumbprint line and scan your thumbprint 4 times. Then press the Save and Close icon.

*NOTE: Students need a student ID to set up a new account.*

## Making a purchase:

**Step 1:** Scan barcode on merchandise or beverage receipt by holding it about 6 inches from the scanner. A tone will sound when barcode has been read.

**Step 2:** (a) Pay for purchase by swiping credit or debit card **OR**

(b) Pay for purchase by account (see Accessing your existing account below).

*NOTE: You will not receive cash back after making a purchase; the balance will remain on your account.*

## Accessing your existing account:

**Step 1:** Press Manage Account on bottom right.

**Step 2:** (a) Touch the middle icon Existing Account, then scan your thumbprint or your Student ID **OR**

(b) Touch the right icon Type ID, then enter your Unique ID and PIN Number.

**Step 3:** Your existing account will display on the screen.

**Step 4:** To add funds to your account, choose the method (cash or card) and follow instructions.