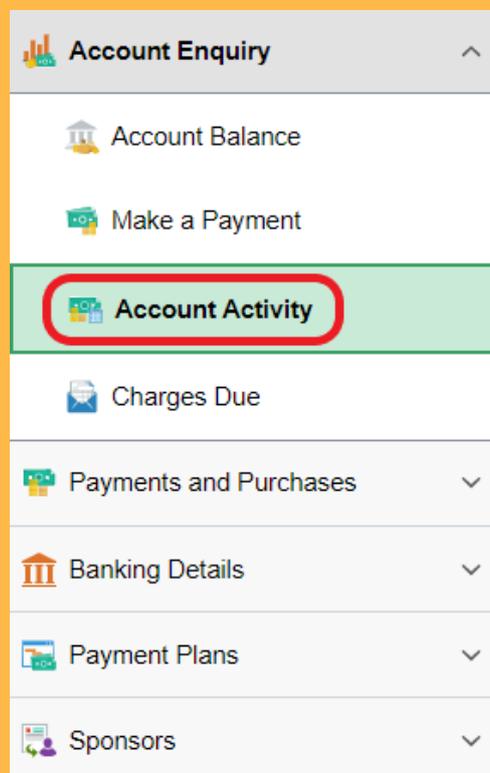


How to print payment receipts



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



2. Select Account Activity from the Account Enquiry dropdown list on the left.

Currency used is Pound Sterling

When viewing a receipt, this will open in a new window. Please ensure your pop-up blockers are disabled.

Date Posted	Receipt ID	Payment Amount
02/23/2023	Receipt #1	150.00

3. Click the relevant Receipt ID. Your Receipt will then open as a PDF in a new window or tab for you to print.