Equitrac Web Deposit Centre: Student Online Top-up User Guide

This guide will explain how to use the “Equitrac Web Deposit Centre” to top-up your Equitrac print account using a credit/debit card.

Logging in

The Web Deposit Centre for Equitrac is web based. You do not need any additional software to access the Web Deposit Centre (WDC). Please note the WDC works better in Google Chrome.

Logging in on campus

To access the WDC on campus simply double click on the “Top-up My Print Account” icon on the desktop (or alternatively click here):

You will then be prompted for a username and password. You will need to log onto the site using your network account details (these are the same details you use to log onto the campus computers). Please log in in the following format:

Username: tm12345z
Password: *********

![Equitrac Web Deposit Centre User Guide Login](image)
Logging in off campus

To access the WDC launch a web browser and navigate to the following page: [http://www.bpp.com/StudentPrinting](http://www.bpp.com/StudentPrinting). You will then be prompted for a username and password. You will need to log onto the site using your **network account details** (these are the same details you use to log onto the campus computers). Please log in in the following format:

Username: **tm12345z**
Password: *********

For issues with logging in please contact the **BPP Technical Assistance Centre** (0845 678 7821 or [bpptac@bpp.com](mailto:bpptac@bpp.com)) to check the status of your account.
Web Apps

When you first log into the WDC you will be presented with the “Web Apps” interface. From here you can make a deposit into your Equitrac account or manage any scan to email jobs you have sent through:

Web Apps: Deposit

To add credit to your Equitrac account click the deposit icon:

You will then be taken to the deposit page:

From here you can see your current Equitrac account balance or select the “Credit/Debit” card icon to proceed with your account top-up.
Once you click the “Credit/Debit” card icon you will be taken to the deposit screen:

You will need enter the following information for your purchase:

- Credit amount (please note this must be between £1.00 and £50.00).
- Your name.
- Your email address (this is the email address you would like the purchase receipt sent to).

Before you can submit and be re-directed to Ogone’s secure payment page you must first read and accept our Terms & Conditions, Scanning Copyright Policy and Refund Policy. Once you have done this click “Submit” to proceed:

From here simply select your payment method to continue. Please also note Ogone’s privacy policy, security and legal information can be viewed here.
From here you can either fill in your details and click “Yes, I confirm my payment” to complete your purchase or click “Cancel” or “Back” to cancel or amend the transaction. In both cases you will be issued with a receipt (the below example is for a cancelled purchase). You will also receive a copy of the receipt via email, providing you supplied a valid email address on the previous screen:
Finally you will be redirected back to the WDC where you will be presented with your confirmation. Please note that the below example is for a cancelled transaction. For completed transactions you will also see your updated Equitrac balance:

Logging off

Once you have finished please remember to log out of the system:
Help & Support

For technical assistance, such as not being able to log in, please contact the BPP Technical Assistance Centre (0845 678 7821 or bpptac@bpp.com).

For assistance with refused payments, please contact the Student Finance department (StudentFinance@bpp.com).

For any other query relating to your print account, please contact the Library department (Library@bpp.com).