

GUIDE FOR USING CASHLESS PAYMENTS:

The website for cashless payments is: <https://cashless.windsor-forest.ac.uk>

You will use this to purchase BCA bus passes, buy parking permits, pay for trips and visits, purchase printing credits and course materials, books, and equipment.

Every student at all 4 campuses needs a cashless payment student login because everyone will need to use the site during their career at Windsor Forest Colleges Group.

Please note that to top up your student ID badge for cashless catering you will need to use the iPayImpact platform – details for cashless catering can be found at – <https://www.bca.ac.uk/student-information/attending-college/payments/>

Note you will not be able to log onto iPay until late August.

How to login and set up your PayMyStudent Cashless account if you are a student –

Login with your college account information by clicking on 'Sign in with Microsoft'.

By logging in with your college account all your purchases are linked with your student number – this ensures that we can correctly identify your purchase and print the correct bus pass for you. We therefore ask that students **don't** create accounts that are with personal email addresses.

The screenshot displays the Windsor Forest Colleges Group website's login/register page. At the top, there are logos for Langley College, Strode's College, and Windsor College, followed by a search bar and a 'Search' button. A 'LOGIN/REGISTER' button is also visible. The 'Your Basket' shows a total of £775.00. Below the navigation bar, the page is titled 'Home > Login/Register'. The main content area is divided into three sections: 'Microsoft account', 'Register', and 'Login'. The 'Microsoft account' section has a 'Sign in with Microsoft' button. The 'Register' section includes fields for First Name, Last Name, Email Address, and Password. The 'Login' section includes fields for Email Address, Password, and a 'Forgotten Password' link, with a 'LOGIN' button at the bottom.

Home > Login/Register

Microsoft account

Login using your college Microsoft account. You can only use this button if you are enrolled and have already accessed your college email account.

[Sign in with Microsoft](#)

Register

If you don't have a college Microsoft account yet then please use this form to register

Register with a valid email address and create a secure password. You will be able to link to your student account, if you have one, on the next page

First Name

Last Name

Email Address

Password

Login

Use your college Microsoft account to login if you have one or Login with username and password created when you registered

Email Address

Password

[Forgotten Password](#)

[LOGIN](#)

Please click sign in with Microsoft and enter your college email address and password:



Sign in

275451@windsor-forest.ac.uk

[Can't access your account?](#)

Next

Windsor Forest Colleges Group

Please use this page to log in to systems for BCA, Langley, Strodes and Windsor College

If prompted please log in using your College Email and Password.



Sign-in options



Sign in

275451@windsor-forest.ac.uk

[Can't access your account?](#)

Next

Windsor Forest Colleges Group

Please use this page to log in to systems for BCA, Langley, Strodes and Windsor College

If prompted please log in using your College Email and Password.



Sign-in options

Please select Next to provide more information so that your college Microsoft account can be kept secure:



275451@windsor-forest.ac.uk

More information required

Your organisation needs more information to keep your account secure

[Use a different account](#)

[Learn more](#)

Next

Windsor Forest Colleges Group

Please use this page to log in to systems for BCA, Langley, Strodes and Windsor College

If prompted please log in using your College Email and Password.

Please select the country code for your mobile number and your mobile number that you can receive text messages on:

Keep your account secure

Your organisation requires you to set up the following methods of proving who you are.

Phone

You can prove who you are by answering a call on your phone or texting a code to your phone.

What phone number would you like to use?

United States (+1)

Enter phone number

☒ Text me a code

☐ Call me

Message and data rates may apply. Choosing Next means that you agree to the [Terms of service](#) and [Privacy and cookies statement](#).

Next

[I want to set up a different method](#)

Skip setup

Enter the code received to complete the registration –

Keep your account secure

Your organisation requires you to set up the following methods of proving who you are.

Success!

Great job! You have successfully set up your security info. Choose "Done" to continue signing in.

Default sign-in method:

 Phone
+44 07 [REDACTED]

Done

Select Yes to stay signed in:



275451@windsor-forest.ac.uk

Stay signed in?

Do this to reduce the number of times you are asked to sign in.

☐ Don't show this again

No

Yes

Windsor Forest Colleges Group

Please use this page to log in to systems for BCA, Langley, Strodes and Windsor College

If prompted please log in using your College Email and Password.

How to link parent/student accounts

Parents / carers will need to log in by creating an account by completing the register section.

Home > Login/Register

Microsoft account

Login using your college Microsoft account. You can only use this button if you are enrolled and have already accessed your college email account.

Sign in with Microsoft

Register

If you don't have a college Microsoft account yet then please use this form to register

Register with a valid email address and create a secure password. You will be able to link to your student account, if you have one, on the next page

First Name

Last Name

Email Address

Password

Login

Use your college Microsoft account to login if you have one or Login with username and password created when you registered

Email Address

Password

Forgotten Password

[LOGIN](#)

Once you are logged in as a parent/guardian you need to link your account to a student – please ensure that you do this so that we can track purchases to students and print the correct bus pass, and car parking pass etc. To link your parent account to a student, once you are logged in, please click on the **My Account** text in the top right.

Don't forget your **SIXTH FORM** stationery...

Windsor Campus - Replacement ID Badge
£2.00

From your account page you will see the 'linked students' option on the lefthand side.

Click on linked students and then the box to 'Link A Student Record' will be available.

Home > My Account

ORDERS

LINKED STUDENTS

LOGOUT

Students

Student #	DOB	Name	Validated
No students linked to this account			

LINK A STUDENT RECORD

ADDRESS

Head Office,
Langley College,
20000 14th Avenue

INFORMATION

Terms and Conditions
Refunds

PAY USING



Enter your student's information:

Home > Link your student record

Link your student record

You already have an account but to be able to access student based items in the store, you must link your store account to your student account with your college.

Enter your student number and date of birth and we will try to locate your student record. If successful, we will send you an email to the email address stored by the college containing a code.

Please ensure you have access to the email account that the college have on file for you.

Make the link

Student Number

Your student number

Date Of Birth

Your date of birth

NEXT

The student will get a verification email, with a code to their College email account.
Parents must enter the code to confirm the linking.

How to make a purchase:

Search for your items by using the Browse categories drop down list on the home page and add them to your basket.

Login with your college account information by clicking on 'Sign in with Microsoft' if you are a student – see above. Or if you are a parent/career then login with your registered email but ensure your account is linked to the student – see above.

Select the items you wish to purchase and proceed to the checkout.
Pay for your items. You will receive a confirmation email.

Follow the instructions on the item page to redeem your purchase (this may require you to forward order confirmations to students).

If you have any problems, please email cashless@windsor-forest.ac.uk