

Online Payments for the Rosebank Cafeteria (Students)

Last Updated: 02/02/2022

Overview

Use this document for students to purchase items at the Cafeteria using the online ordering system.

Procedure

1. Go to <https://portal.rosebank.nsw.edu.au/student/> and login using your credentials.

Click on the Cafeteria and Online Payments icon on the portal.



2. Make sure you have money on your account by checking your balance. You can click add value and add money using a credit card.

Last Used	Quota	Balance
Thu 27th Jan 22 14:01:43	\$499.76	\$51.00
	\$499.76	\$51.00

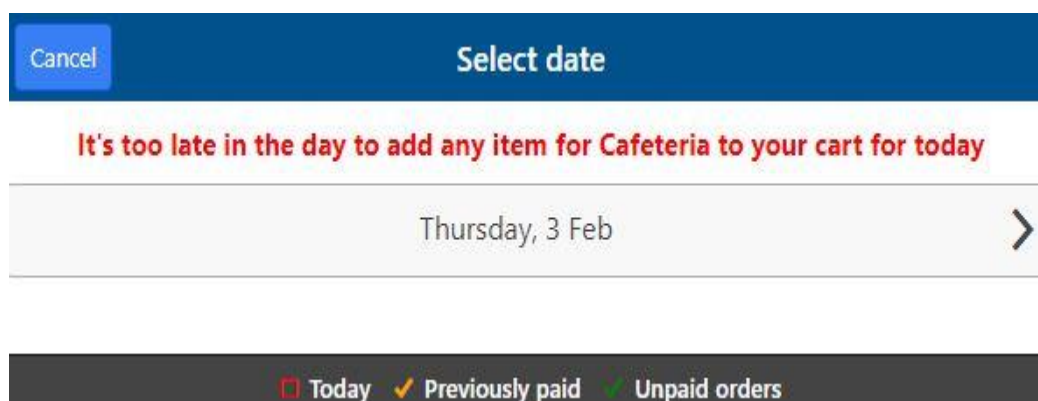
3. Towards the middle-top of the screen, click on **Online Orders** to make an order



4. Select Cafeteria from the shop list and then Cafeteria again



5. Select the date you wish to order food from the cafeteria (up to 7:59 am)



6. You must now select the food you wish to order



7. This will take you to the shopping cart as below. Select Summary & Checkout

The screenshot shows the 'Cafeteria - Shopping Cart' page. At the top, there is an orange header with the text 'Cafeteria - Shopping Cart'. Below this is a grey bar with the word 'Cafeteria'. The main content area has a dark blue background. It displays the item 'FRESH FRUIT SALADS AND YOGHURT' with a price of '\$ 6.00'. Below the item name is a quantity selector with a trash icon, a minus sign, a box containing the number '1', and a plus sign. At the bottom, there is a table with three columns: 'Shop', 'Items in cart', and 'Price'. The table shows 'Cafeteria' with '1' item for '\$6.00', and a 'Grand total' of '1' item for '\$6.00'. A large green button labeled 'Summary & Checkout' is positioned at the bottom of the table.

Shop	Items in cart	Price
Cafeteria	1	\$6.00
Grand total	1	\$6.00

8. Select **Pay**, and follow the prompts:

The screenshot shows the 'Order summary' screen. At the top, there is a blue header with a 'Cancel' button on the left and the text 'Order summary' on the right. Below the header is a grey bar with a chevron icon, the name 'Natasha Moradnoori', and the price '\$ 6.00'. Below this, the text 'Grand total: \$ 6.00' is displayed. At the bottom, there are two large buttons: a red 'Cancel' button and a green 'Pay' button.

9. If you would like to clear the shopping cart, go to summary & checkout and then cancel and clear cart

The screenshot shows a 'Please confirm' dialog box. The title is 'Please confirm'. The main text asks 'Do you want to clear all items from your cart?'. At the bottom, there are two buttons: 'Clear Cart' and 'Keep shopping'.