

# THE NEW SCHOOL

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 Log In

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## General Info

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## Campus Card Office

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**The New School**  
72 Fifth Avenue Lower  
Level  
212-229-5323 x 4472  
newcard@newschool.edu

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## Guest / User Login

Username:

Password:

Login

browse to **NEWCARDCASH.NEWSCHOOLEDU**

Enter your NetID and password, then click the "Login" button.

(This example uses the fictional NetID for John Doe, with an N-number of N00123546.)

**HOW TO ADD GUEST USER PERMISSIONS  
FOR NEWCARDCASH.NEWSCHOOLEDU**

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## Your Account

Manage Account  
Box Office / Events  
Voting

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👤 log-out

Welcome back, John Doe

newcardcash

Click on the "Manage  
Account" button

For detailed information and FAQs please go to the meal plan homepage  
@ [Newcardcash Homepage](#)

To assign a guest user please see Guest user section below

### Guest User Access Setup

To add a guest user to your account click on the "Manage Account" link on the left and then click "Manage Guest Users" link, and select the access you would like your guest to have. The username is the same username used to login to My NewSchool the password is the last name associated with the account

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 **log-out**

## Add Funds

Account Owner: John Doe  
Acct # 123456000

Account Name	Balance
Dining Dollars	\$0.00
Newcardcash	\$0.00

 **Manage Guest Logins**

## History

## Suspend Card

Click the "Manage Guest  
Logins" button

This is your account management screen. From here you can add money and access detailed reports of your account history etc.

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Select Guest User Access:

☒ Add Money

☐ View History

☐ Events

Guest Access List

Add Money

Select the permissions you would like the guest user to have, then click the "Submit" button:

- ADD MONEY lets guest users add money
- VIEW HISTORY lets guest users view purchasing history

**\*NOTE\*** - Nothing about the page will change when you click Submit! This is normal!

The guest user for John Doe's account can now log in to newcardcash.newschool.edu using his normal NetID as a username, and his last name (case-sensitive) as a password. All guest users can log in using the student's NetID as a username, and the student's last name as a password.

GUEST USERNAME: doej456

GUEST PASSWORD: Doe