

THE NEW SCHOOL

 Log In

General Info

Campus Card Office

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

Guest / User Login

Username:

Password:

Login

browse to NEWCARDASH.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 NEWCARD CASH

THE NEW SCHOOL

Your Account

[Manage Account](#)
[Box Office / Events](#)
[Voting](#)

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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**

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

History

Suspend Card

Click on the "Add Funds" button

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Add Funds

Deposit By Credit / Debit Card

Choose Account
Amount

Newcardcash - ▾

☒ \$10 ☐ \$75
☐ \$25 ☐ \$100
☐ \$50 ☐ \$200
☐ .00 Other Amount -
must be whole dollars

[Click Here To Continue](#)

History

Suspend Card

Make sure "Newcardcash" is selected in the drop-down menu.
Select the denomination of money you would like to add.
Click the "Click Here to Continue" button.



Please enter your credit card information

Total:

\$10.00

* Indicates required information

* Credit Card Type:

Visa

* Account Number:

1234123412341234

* Expiration Date:

01 2016

* Security Code: ([View example](#))

555

* Name on Card:

John Doe

Billing Address of Credit Card

* Street Address 1:

123 Main Street

Street Address 2:

* City:

Brooklyn

* State:

New York (NY)

* ZIP / Postal Code:

11111

* Country:

United States

* Email:

doej456@newschool.edu

Day Phone:

Night Phone:

Mobile Phone:

****Important****

Your transaction will not be processed until you click the "Confirm Transaction" button on the next page!

Enter your credit card information and other information.
(The information provided is for the fictional student John Doe.)

Scroll down and click the green "Continue" button at the bottom of the page (unpictured)

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Method: Credit
Amount: 10.00
Account Number: XXXXXXXXXXXX 1234

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IMPORTANT: Your transaction will not be processed until you press the "Confirm Transaction" button on this page!

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 **log-out**

Transaction completed. Reference Number: (your reference # will
\$10.00 added to account: Newcardcash appear here)

[Return to Manage Account](#)

All done!

**The cardholder will receive an
email letting them know that
money was placed in their
Newcard Cash account.**