

## Quick Start Guide Ordering with The Campus Card Office on eShop

The Campus Card Office’s products and services are now available to you through eShop, Carleton University’s e-procurement solution. This is a quick guide to ordering from the Campus Card Office – please visit eShop for a complete listing of what we have available.

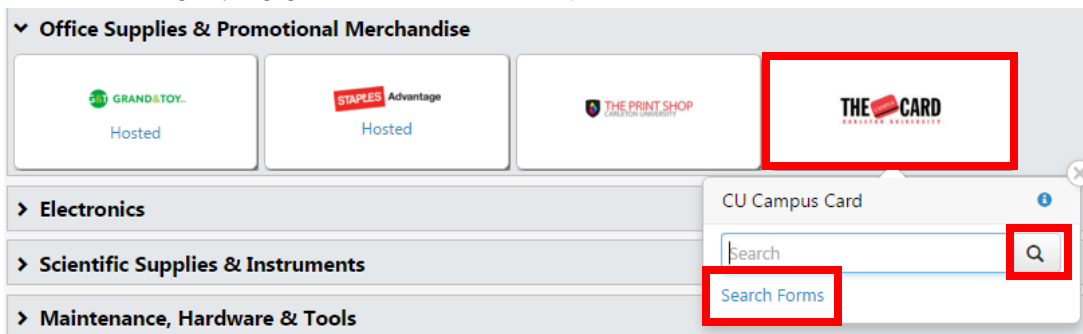
Questions? Contact [erin.chezick@carleton.ca](mailto:erin.chezick@carleton.ca)

[Access eShop](#)

[eShop Training](#)

[eShop FAQs](#)

- LOGIN** to the e-Shop portal at [eshop.carleton.ca](http://eshop.carleton.ca) and select our logo. Search by key term, select “Search Forms”, or click the magnifying glass to see all of our products and services.



- SELECT** your products or services.

Catalogue Items are a range of accessories and pre-loaded Gift Cards for purchase.

- Enter the quantity for purchase and select [Add to Cart](#)

Campus Card Deposits (TopUps) can be requested for anyone with a Campus Card in any denomination. Funds will be deposited directly to a Campus Card or previously purchased Guest Card.

Campus Card Mobile Reader Request allows internal departments to book mobile readers for use as attendance tracking and/or payment method.

- Select [View Form](#)
- Complete the form as described.
- Select [Go](#) at the top right of your screen

- FINALIZE** your order by selecting the shopping cart in the top right of your screen. Review your order carefully and select ‘Checkout’.

- COMPLETE** your order by entering your payment details.