

# Transact La Trobe - Bundoora & Bendigo

La Trobe University's student print & copy charging system.

As a new student you will need to register (once only) your NEW student card with your Transact La Trobe account.

## 1. REGISTRATION –

Registering your NEW student card is a once off process that only takes a minute to complete. You have two options available to complete this process:

A. **Attended registration:** There are several locations across the Bundoora and Bendigo campuses where this can be completed: Bundoora Library, Café Digital shop, Bundoora Bookshop, Bendigo Campus Graphics & Bendigo Library.

OR;

B. **Unattended registration:** Again there are several locations across the Bundoora & Bendigo campuses where YOU can complete the process yourself. Locations are: Bundoora Library, Café Digital shop, Bundoora Bookshop, Study Hall, Language Centre & Bendigo Student Administration.

How to register at an unattended site:

*On-screen prompts will guide you through the registration process*

1. Log on with your NEW LTU student username and password (as per your enrolment form);
2. Wave your NEW student card over the reader, and
3. Log off.

## To use the Transact La Trobe system for print & copying:

### 2. ADD MONEY –

There are three options available to add money to your newly activated Transact La Trobe print & copy account:

1. Cash reload station – view all locations go to: [www.latrobe.edu.au/campusgraphics/transact/](http://www.latrobe.edu.au/campusgraphics/transact/) and click on “Reload Options”
2. EFTPOS – Bundoora Library
3. Reload on-line - via web browser anywhere at the Transact web page [www.latrobe.edu.au/campusgraphics/transact/](http://www.latrobe.edu.au/campusgraphics/transact/)

Instructions on adding money at any of the devices mentioned above are clearly demonstrated on or near the device or go to: [www.latrobe.edu.au/campusgraphics/transact/](http://www.latrobe.edu.au/campusgraphics/transact/) and click on “Reload Options”.

### 3. PRINT AND COPY LOCATIONS -

There are numerous locations across the campus and regional campuses to print and copy.

To view the extensive list of areas go to: <http://www.latrobe.edu.au/campusgraphics/transact/> and click on “Where to print & copy?”

### 4. CHECK YOUR ACCOUNT BALANCE -

All photocopy devices and cash reload stations will provide you with your current Transact La Trobe account balance. To keep track of your account balance and account details, including the locations where you last printed or added money go to:

[www.latrobe.edu.au/campusgraphics/transact/](http://www.latrobe.edu.au/campusgraphics/transact/) and click on “Account information”

To find out more about Transact La Trobe including what has been mentioned above, service difficulties and conditions of use go to: [www.latrobe.edu.au/campusgraphics/transact/](http://www.latrobe.edu.au/campusgraphics/transact/)