



CITCARD APP

CIT ONECARD app is available to download.

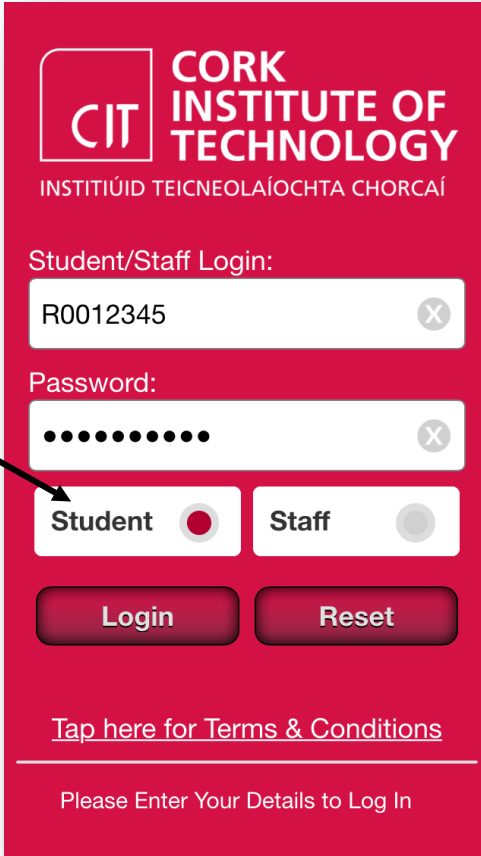
If you are using an android phone, download the app from Google play.

If you have an iPhone, download from the Apple store.

Once you have downloaded and installed the app you will need to follow the below steps.

1. Enter your **Student login** in the *Student/Staff Login:* tab and your login password in the password tab.

Enter student login and check student button.



**CIT** CORK INSTITUTE OF TECHNOLOGY  
INSTITIÚID TEICNEOLAÍOCHTA CHORCAÍ

Student/Staff Login:

R0012345

Password:

.....

**Student** ☒ **Staff** ☐

**Login** **Reset**

[Tap here for Terms & Conditions](#)

Please Enter Your Details to Log In

2. Before clicking *Login*, click *Tap here for Terms and Conditions*

Click Tap here for Terms and Conditions before logging in.

Student/Staff Number:

Password:

Student ☐ Staff ☒

Login Reset

[Tap here for Terms & Conditions](#)

Please Enter Your Details to Log In

3. Accept the Terms & Conditions by clicking on **Accept** tab

Click Accept to accept terms and conditions.

Accept Terms & Conditions Close

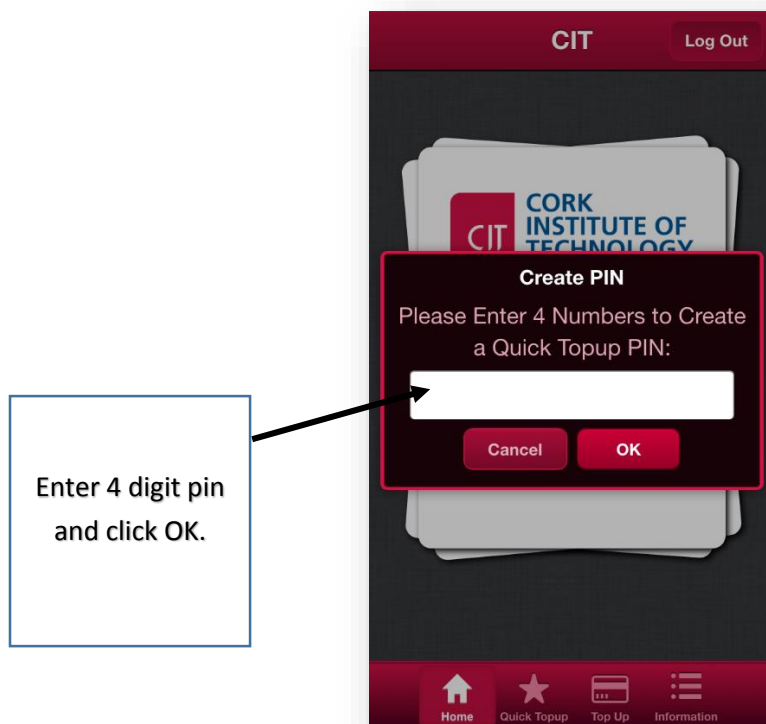
Use of this App provided by Cork Institute of Technology is subject to the following Terms and Conditions.

1. Your Smart Card remains the property of Cork Institute of Technology and must be produced on request by any staff of the College.
2. You are required to carry your Smart Card with you at all times while on campus grounds.
3. If your Smart Card is lost or stolen, it should be reported immediately to the Office at {phone number}. You will be responsible for all charges to the card until the card is reported missing. A replacement card will be issued by the College at a charge of €15.

[Tap here for Terms & Conditions](#)

Please Enter Your Details to Log In

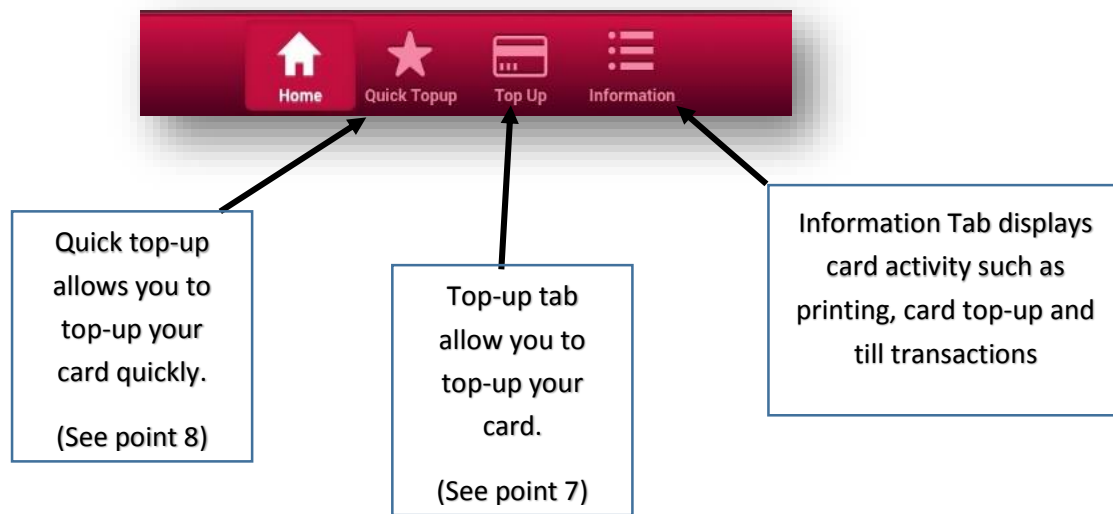
4. At this point you will be asked to enter in a 4 digit pin. This pin is used when using the quick top-up section of the app.



5. Once you have finished setting up the app you will be able to view your account details.



6. Citicard Top-up App has a number of tabs that allow you to top-up and view transactions.



7. Topping up your card using **TopUp** Tab

The screenshot shows the 'TopUp' screen of the app. The title bar is red with the text 'TopUp'. Below it, there is a form with the following fields:

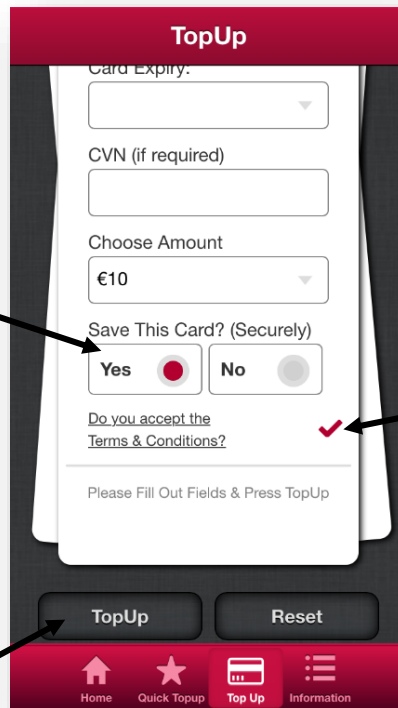
- Card Type:** A dropdown menu showing 'Visa/Visa Debit' with a Visa logo to its right.
- Card Number:** An empty text input field.
- Card Holder Name:** An empty text input field.
- Card Expiry:** A date picker field.
- CVN (if required):** An empty text input field.
- Choose Amount:** A dropdown menu showing '€10'.

A red navigation bar at the bottom contains four icons: Home, Quick Topup, Top Up (which is highlighted), and Information.

A text box labeled "(a) Enter in card details" has an arrow pointing to the Card Number field.

(b) Click Yes to save card details.

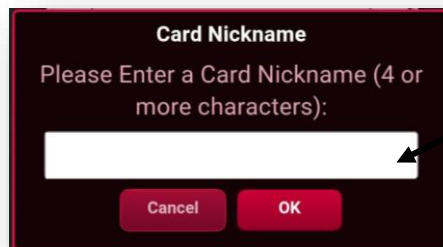
This will allow you to use the quick top-up tab for future top-



The image shows a mobile app interface for a 'TopUp' screen. At the top is a red header with the text 'TopUp'. Below it is a white form with the following fields: 'Card Expiry:' with a dropdown arrow, 'CVN (if required)' with a text input field, 'Choose Amount' with a dropdown menu showing '€10', and 'Save This Card? (Securely)' with two radio buttons, 'Yes' (which is selected) and 'No'. Below the radio buttons is a checkbox labeled 'Do you accept the Terms & Conditions?' with a red checkmark. At the bottom of the form is a red bar with four icons: a home icon, a star icon, a card icon, and a list icon. Below the icons are the labels 'Home', 'Quick Topup', 'Top Up', and 'Information'. The 'Top Up' button is highlighted in red. Below the form is a red bar with two buttons: 'TopUp' and 'Reset'.

(c) Click to accept terms and

(d) Click TopUp



The image shows a dialog box titled 'Card Nickname'. It has a dark red background. The text inside says 'Please Enter a Card Nickname (4 or more characters):'. Below the text is a white text input field. At the bottom of the dialog are two buttons: 'Cancel' and 'OK'.

(e) After clicking Topup, you will be asked to enter in a card nickname. This will be used in the quick topup tab for future transactions.

## 8. Topping up your card using **Quick Topup**

The screenshot shows the 'Quick TopUp' app interface. At the top is a red header with the text 'Quick TopUp'. Below it is a white card with the following fields: 'Choose Card' with a dropdown menu, 'Choose Amount' with a dropdown menu showing '€10', and 'CVN (if required)' with a text input field. Below these fields is a red warning message: 'You must Top Up and choose 'Save Card' to use the Quick Top Up feature'. At the bottom of the card are two buttons: 'TopUp' and 'Reset PIN'. Below the card is a red navigation bar with four icons: a house for 'Home', a star for 'Quick Topup', a card for 'Top Up', and a list for 'Information'. The 'Quick Topup' icon is highlighted with a white star.

(a) Click on Quick topup to enter tab.

(b) Click on dropdown menu to choose card.  
Card is displayed as card nickname you created earlier in Top Up tab.  
Select card nickname

(c) Enter CVN number of card.

(d) Click TopUp.

(e) After clicking TopUp you will be asked to enter your Quick TopUp PIN. This is the pin you created in Step 4.

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Should you have any difficulty using CITCARD app, please email the IT servicedesk at [servicedesk@cit.ie](mailto:servicedesk@cit.ie)