

## Upay for Staff

### On-boarding:

In order to book meals within College, staff will be required to submit their preferences via the Upay service. Staff will be added to this service via their University email account ([first.last@bnc.ox.ac.uk](mailto:first.last@bnc.ox.ac.uk)). This service will be accessible via a website or alternatively an app on your mobile smart device.

Once your account has been setup you will receive an email to your University account (as above) with details on how to login to service including a temporary password. Please change this password from within the app once you have gained access. An example of this email is below:

*Dear Name,*

*This email has been sent on behalf of Brasenose College.*

*We'd like to thank you for registering and want to welcome you to Upay located at <https://www.upay.co.uk/app>.*

*Upay is also available for iOS and Android and can be downloaded for free from their application stores.*

*Username = your email address  
Password = Temporary password*

*If you are having any difficulties using the above credentials to login, please undertake a forgotten password from the below link: <https://www.upay.co.uk/app/?requiredAction=form&form=Forgotten>*

*Should you have any questions with regard to your Upay account please use our FAQ's and contact us form at <https://www.upay.co.uk/app/?requiredAction=contact>*

*Please ensure that you provide full details of your enquiry in order to ensure we can give you a speedy response to your query.*

*We have a feedback form on this site and welcome suggestions on how we can improve this service please feel free to let us know how we are doing and of any new features that you would like to see added to this service.*

*Many Thanks,  
Team Upay*

## Obtaining the App or Accessing this via the web:

Once you have your login details you can either access this service directly via an internet browser by visiting <https://www.upay.co.uk/app> or alternatively by the dedicated App for your device via its App Store (links below).



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## Staff without access to their University email accounts

If you are struggling to access your University email account please email [computer.office@bnc.ox.ac.uk](mailto:computer.office@bnc.ox.ac.uk) for assistance, please provide a personal contact email account where we can register an account instead.