Depositing Money in Patron CPAS Account

LS&IT has created a short cut to add money to a CPAS account on all Circulation computers. The branch log in and password is pre-set. If the shortcut is not available: URL is https://pc-cpas.usask.ca/cpas/deposit.php

Note: CPAS will time out within 30 minutes of login. To refresh press F5 on the keyboard

To **add money a patron’s account**, using the shortcut, go to *Internet Explorer* on the taskbar.

![Sign in - PAWS - ...](image)

Log in with the branch NSID and password.

When logged in, the *Explorer* icon on the taskbar changes to the following:

![CPAS deposit - In...](image)

To add money on a print account, type in patron’s NSID. Show patron the screen to confirm.

![Enter a username and select an amount to add to their account.](image)

Payment type: Select **Cash** regardless of the form of payment.

Select **Deposit**. The following screen will appear. Note the Balance of printing on the account is displayed.
Ask patron if they would like the receipt.

*If the receipt page does not appear, it is likely the machine timed-out and the money has not been added to their account.*

Clear the screen by selecting **Make new deposit**