When working your way through the manual, you will frequently need to carry out certain actions. Whenever a task is at hand, this is indicated in the following manner: references to text and/or buttons on screens are printed in *italics*, data that you have to enter yourself is printed in **bold**.

**Purchase UnionCard**

**Please note:** Saxion students have to purchase the UnionCard at the reception desk at the Saxion. There they will receive personal account details.

**Step 1: Go to site**

- Go to [https://su.utwente.nl/services/student/unioncard/](https://su.utwente.nl/services/student/unioncard/)
- Click *Bestel UnionCard*. 
Step 2: Log in with your ICT-account

- Under **Sign in**, click the orange button, which says **DMS LOGIN UTWENTE STUDENTS EMPLOYEES**.

  Please note: Saxion students have to purchase the UnionCard at the reception desk at the Saxion.
- In the field *Username*, enter your student- or employee number (e.g. s0123456).
- In the field *Password*, enter the corresponding password.
- Click *Login*.

**Step 3: Add UnionCard to basket**

- Go to *What’s On Offer*.
- Under *Memberships*, find *UnionCard* (in this case *UnionCard *blur*).  
  - Click *Add*.  

Step 4: Make payment

- Click on the basket.
- Click on Pay online.
- Click on preferred payment method.
- Follow payment steps.
• After completion you wait till you are redirected to the dms.utwente.nl
• You now have successfully purchased the UnionCard!