



TapNGo™

ST. CHARLES SCHOOL WEB PORTAL USER MANUAL

Last revision date: Sept 2024




HELLO ST. CHARLES FAMILY!

Welcome to the St. Charles School Web Portal! This guide will help you navigate the portal to register, load, and manage your expense card for use at the school store. We'll walk you through accessing the portal, creating an account, logging in, linking your expense card, and loading credits. Let's get started:

ACCESSING THE WEB PORTAL

1. Open the camera on your mobile device and scan the QR code located behind your expense card.
2. Click on the link provided after scanning. If you wish to log into your desktop or laptop use the following link:
<https://app.tapngorfid.com/2024-st-charles-school/login>



Sign in or simply create an account!

Welcome to the St Charles Catholic High School web portal!

Email *

Password *

Login

[Lost password?](#)

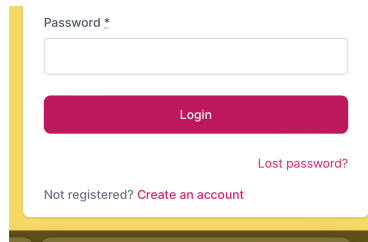
Not registered? [Create an account](#)

AA 🔒 app.tapngorfid.com ↻



REGISTERING YOUR ACCOUNT

1. Click on "Create an Account" at the bottom of the page.
2. Complete the required fields (First Name, Last Name, Password, and Email) and agree to the terms and conditions.
3. Confirm your registration by clicking the link sent to your email.

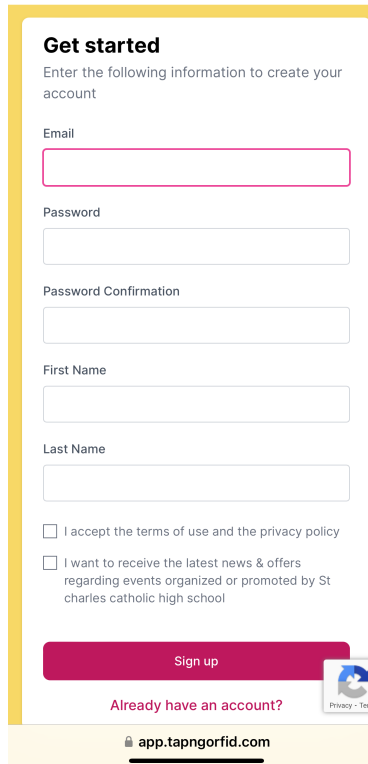


Password *

Login

[Lost password?](#)

Not registered? [Create an account](#)



Get started
Enter the following information to create your account

Email

Password

Password Confirmation

First Name

Last Name

I accept the terms of use and the privacy policy

I want to receive the latest news & offers regarding events organized or promoted by St Charles catholic high school

Sign up

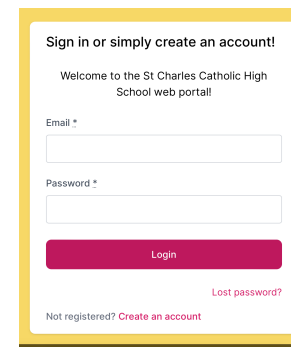
[Privacy](#) [Terms](#)

[app.tapngorfid.com](#)



LOGGING INTO YOUR ACCOUNT

1. After creating your account, return to the main page.
2. Enter your email and password to log in and access your dashboard.
3. From here, you can view your current balance and transaction history.



Sign in or simply create an account!

Welcome to the St Charles Catholic High School web portal!

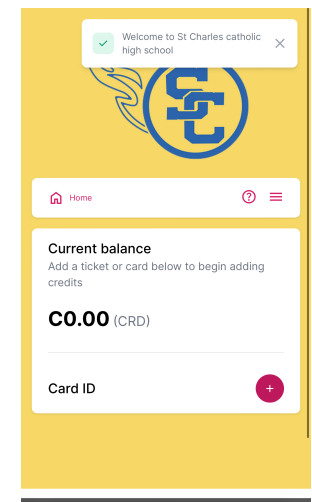
Email *

Password *


Login

[Lost password?](#)

Not registered? [Create an account](#)




Welcome to St Charles catholic high school



Home

Current balance
Add a ticket or card below to begin adding credits

C0.00 (CRD)

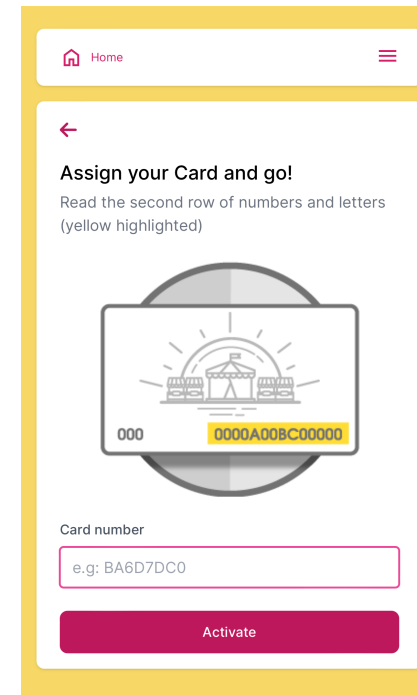
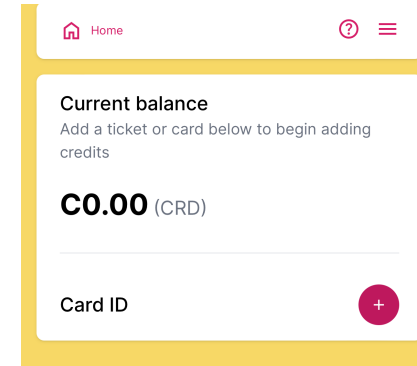
Card ID 



CREATE
Better
EXPERIENCES

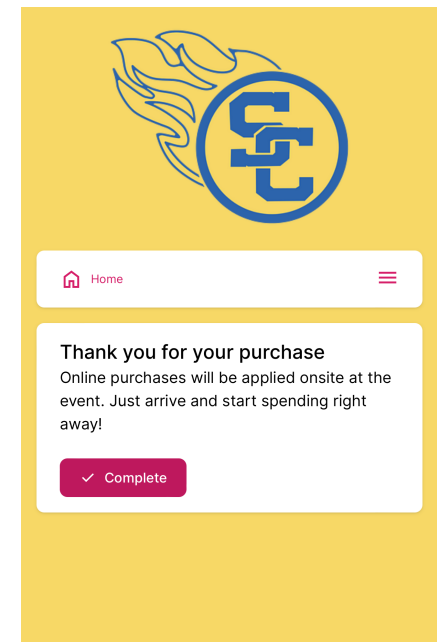
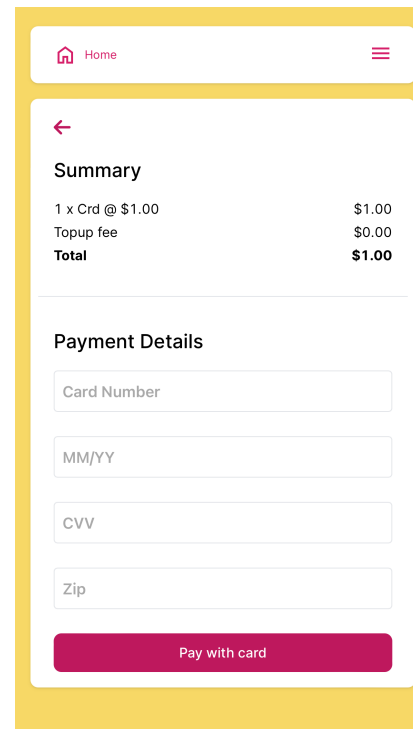
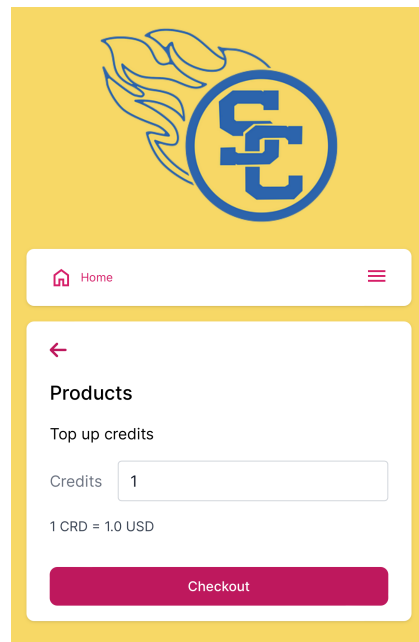
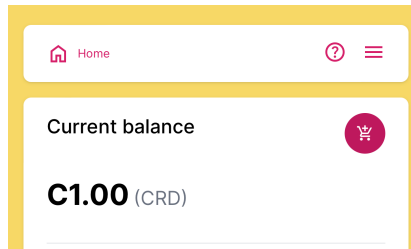
ADDING/LINKING YOUR EXPENSE CARD

1. On your dashboard, locate the “Card ID” section at the bottom and click the plus sign (+) to add or link your expense card.
2. Follow the on-screen instructions to enter the UID number from the back of your expense card and click “Activate.”
3. Your card’s UID will now appear on your dashboard.



LOADING CREDITS ONTO YOUR EXPENSE CARD

1. Click the icon next to "Current Balance."
2. Enter the amount of credits you wish to load (1 Credit = \$1) and proceed to checkout.
3. Fill in your payment details and complete the transaction.
4. The credits will be reflected in your current balance on your dashboard.



CREATE
Better
EXPERIENCES

CONGRATULATIONS!

Your expense card is now loaded with credits and ready for use at the St. Charles School Store! If you have any questions or need further assistance, feel free to reach out.

Best regards,
The TapNGo™ Team

