Users Guide for registering your SASCard

Each SASCard comes with one cafeteria account that can be managed online through the SASCard website, [http://webcard.sas.edu.sg/student/login.php](http://webcard.sas.edu.sg/student/login.php). A one-time registration is required where you will need the Student identification number, date of birth, and an email address. Each account must have a unique email address; email addresses cannot be used for more than one account (this requirement is a system limitation we are seeking to change).

Below are the steps for completing the registration:


2) After submitting this registration form above, you will receive an email (at the address you used in your registration) from “Singapore American School [SASCard@sas.edu.sg]” with “Welcome to SAS’s SASCard Center” in the subject line. Please see email example below.
3) You must now follow the instructions in this email to “verify you as a new User” by clicking the “User confirmation” link depicted above to authenticate the registration. Once this User confirmation link is selected, you will be automatically notified through this screen below that your registration is complete.

![User confirmation link](image)

4) Your account is now active. You may log into your account at [http://webcard.sas.edu.sg/student/login.php](http://webcard.sas.edu.sg/student/login.php)

Once registered you may use SASC Card Center to:

- View transaction amounts, dates of purchases and current balances
- Report a card as lost or found
- Set a notification for low balance
We hope these explanations will assist you to register for your SASCard account. The SASCard office has placed fundamental information regarding use and management of the SASCard on the SAS website at: http://www.sas.edu.sg/SASCard/index.html including a list of Frequently Answered Questions (FAQ).

If you need any further assistance or would like to provide any feedback, we would be happy to help or to hear from you. Feel free to contact the Card Office at A109, M-F 7:30 – 4pm, 6360-6074, or via email at sascard@sas.edu.sg.

Thank you for using the SASCard!