

Online Booking Instructions: College Bus Service

Step 1: Logging online

Please log in to student tools by inserting the link into your internet web address bar:

<http://www.salfordcc.ac.uk/additionalPages/StudentTools/ToolsLogin.aspx>

Log in using your son/daughters:

- Student Number (located on your letter in the left hand corner)
- Surname
- Date of Birth (format DD/MM/YYYY)

Insert your email address to ensure you receive details regarding your bus application.

Step 2: Selecting the college bus you son/daughter requires

Please read the terms & conditions and tick the box to acknowledge you have read these. You will then see the bus booking option. Click on the bus you require and select submit.

A bus timetable will have been provided within your letter, you can also view this online at:

<http://www.salfordcc.ac.uk/salfordcitycollegestudentservices/college-bus-service/>

Step 3: How to pay

You will need to pay within five working days to ensure you reserve your place. Please note if you do not pay within five working days, the application for the college bus will be withdrawn. You will need to submit your application before paying. Bus places are subject to availability and offered on a first-come-first-served basis.

Payment Option 1: Pay over the phone

You can pay by credit/debit card over the phone by calling 0161 631 5133.

Payment Option 2: Pay in college

You can pay in college by cash or card, see below opening times, please attend the college your son/daughter will be starting this September.

	Pendleton College	Eccles College	City Skills & Worsley College	FutureSkills at MediaCityUK
Monday	8.30am – 4.00pm	10.00am – 3.00pm	8.30am – 4.00pm	8.30am – 4.00pm
Tuesday	8.30am – 4.00pm	10.00am – 3.00pm	8.30am – 6.30pm	8.30am – 6.30pm
Wednesday	8.30am – 4.00pm	10.00am – 3.00pm	8.30am – 4.00pm	8.30am – 4.00pm
Thursday	8.30am – 4.00pm	10.00am – 3.00pm	8.30am – 4.00pm	8.30am – 6.30pm
Friday	8.30am – 2.00pm	10.00am – 2.00pm	8.30am – 2.00pm	8.30am – 2.00pm

We advise all parents/guardians to pay over the phone to avoid queuing times.

Step 4: Bus Booking Complete

You will receive an email to confirm your bus booking place. Please note that the permit is issued at enrolment in August and this is provided on the student ID card.