How to Purchase a Meal Plan

Step 1. Use your myUH ID and password to login

Step 2. Select the appropriate icon for your status

Commuter Students – Select Cougar Card Icon

Residential Students – Select myHousing Icon
Step 3. Click on the “Meal Plan” drop down tab

Step 4. Select “Buy Meal Plan” option from the menu

Step 5. Select the appropriate semester
Step 6. Choose a Meal Plan

Step 7. View the Meal Plan Terms and Conditions
Step 8. Accept the Meal Plan Terms and Conditions

Step 9. Click “Buy”
Step 10. Click “OK”
How to Change/Cancel a Meal Plan

Step 1. Start at the Welcome Page

Step 2. Select “My Meal Plan” under the “Meal Plan” tab.
Step 3. **To Change your Meal Plan** – Select Change and continue to Step 4.

Note that you are only able to make one meal plan change after school starts and before the 12th class day.

**To Cancel your Meal Plan** – Select Cancel and follow the directions on the screen.

Step 4. Select your new Meal Plan
Step 5. Click “Save”
Step 6. Click “OK”

Step 7. Logout after each session to protect your account
How to Replenish Cougar Cash

UNIVERSITY of HOUSTON

AccessUH

Don't have a CougarNet ID?

- Use your myUH (PeopleSoft) ID instead. Note: Email (Exchange) is only available if you log in via your CougarNet ID. If you do not know your myUH (PeopleSoft) ID, please proceed to the reset site.

Step 1. Login to AccessUH.

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AccessUH

Step 2. Click on the Cougar Card icon.
Step 3. Go to “Meal Plan” and click on “Replenish Cougar Cash”.

Step 4. a. Enter the dollar amount in increments of 50.
   b. Review the “Meal Plan Terms and Conditions”.
   c. Check “yes” to accept the terms and conditions.
   d. Click “Replenish” to continue.
Step 5. Enter credit card information and click “continue”.

Step 6. Verify that all the information is correct.
   a. If all information is correct, click on “Confirm Payment”.
   b. If you decide to use a different credit card, click on “Modify Payment” to enter new credit card information.
   c. If you would like to change the dollar amount, use the back arrow to return to the home page.
   d. The cougar cash replenishment will be available for usage 15 minutes after your transaction has been completed.
CougarCard Online (TST) :: Student Portal :: Payment Confirmation

Your $50.00 payment for Cougar Cash replenishment has been received. Thank you!

Step 7. Print out your payment confirmation.
How to Make a Flex Deposit

UNIVERSITY of HOUSTON

AccessUH

Don't have a CougarNet ID?
- Use your myUH (PeopleSoft) ID instead. Note: Email (Exchange) is only available if you log in via your CougarNet ID. If you do not know your myUH (PeopleSoft) ID, please proceed to the reset site.

Step 1. Login to AccessUH.

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AccessUH

Step 2. Click on the Cougar Card icon.
Step 3. Go to "My Account" tab and click on "Flex Deposit".

Step 4. a. Enter the dollar amount.
    b. "Review Meal Plan Terms and Conditions".
    c. Click "Continue" to Finish.
Required fields are highlighted with an asterisk.

Payment Information:
Amount: $25.00

Please enter the following information about your payment method:
Cardholder’s Name: John Doe
Cards Accepted: Visa
Card Number: XXXXXXXXXXXX
Signature Panel Code: XXX
Expiration Date: MM YYYY

Billing Information:
Address: XXXXXXXXXXXXXXXXXXXX
Zip: XXXX

[Continue]

**Step 5.** Enter credit card information and click “continue”.

Please verify the following Information:
Amount: $25.00

Card information:
Cardholder’s Name: John Doe
Card Type: Visa
Card Number: 1111111111111111
Signature Panel Code: 1111
Expiration Date: 5/2019

Billing Information:
Address: 4810 Calhoun Rd.
Zip: 77204

Is this information correct?
[Confirm Payment] [Modify Payment]

**Step 6.** Verify that information is correct.

a. If information entered is correct, click on “Confirm Payment”.
b. If you decide to use a different credit card, click on “Modify Payment” to enter new credit card information.
c. If you would like to change the dollar amount, use the back arrow to return to the home page.
d. Your flex funds will be available for usage 15 minutes after your transaction has been completed.
Step 7. Print out your payment confirmation.