



WSU Student Name Badge

How To Register & Place Your Order

Initial Setup

- Click on the below link to be re-directed to the COSnet Registration page and complete using your **student email address**.

Click Link: [WSU - COS Registration Form](#)

Register

You're currently shopping on a generic user account. If you have already created a user, please sign in, otherwise create a new user.

Create A User

First Name*

Last Name*

12345678@student.westernsydney.edu.au

Confirm Password*

Create A User & Start Shopping

Name Badge Setup & Placing Your Order

- On the top right-hand side of the page, click on the "Your Stock" tab and navigate to and select "Business Accessories."
- Select the applicable template and wait for the page to load. Once loaded, click on "Order Now" and complete the template form.

Finalising your order

- Review your details and click "Add to Cart".
- If the details are correct, click "Add to Cart" again.
- Select "I Agree" to confirm that you have reviewed and approved the order. *(Please note that COS will not be responsible for design or spelling errors).*
- You will then be directed to the shopping cart where you can pay for and complete your order
- Payment is made via credit or debit card, and the cost is \$12.55 excluding GST.

Delivery

- The name badge will be mailed directly to your nominated address. COS does not charge additional fees for postage, and delivery takes approximately 10 days from the order date.

COS Contact Details



S.WESWFH - Western Sydney University



1300 88 22 44



customerservice@cos.net.au