

Blackboard transact™

*Mobile eAccounts Application
User's Guide*



Blackboard

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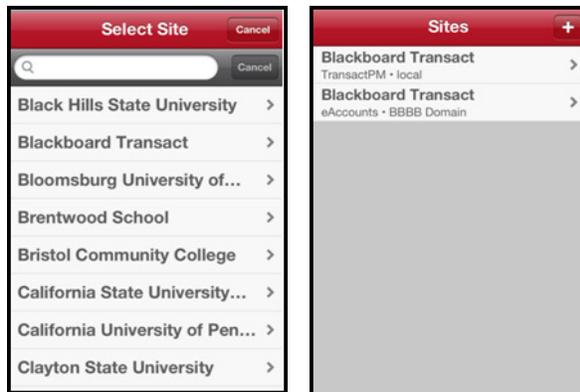


SEARCHING FOR YOUR SCHOOL

After installing Blackboard (Bb) Transact to your Apple iPhone™ or iPod Touch™ device, tap the eAccounts icon to open the application.

Select the institution from the initial screen; by scrolling through the list or entering a search value to find the school. Only those schools that use Blackboard eAccounts and have enabled the mobile service appear in the search list. A sample search screen is shown on the left below.

Figure 1-1 Select Site and Select Sites Screens



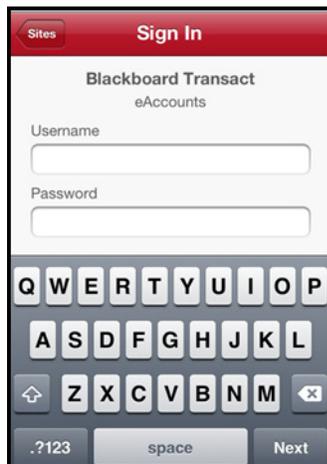
After selecting a school, optionally select from more than one eAccounts' options as shown in the example screen above right. If the school has only one eAccounts portal, the login screen displays.

LOGGING INTO THE EACCOUNTS PORTAL

After selecting a school, there may be one or more options to select depending on your institution. Select the Login option, if available, for your account.

Following the selection of the login method, a screen displays for sign-in as shown below. On subsequent uses of the application, the login screen automatically displays.

Figure 1-2 Sign In Screen

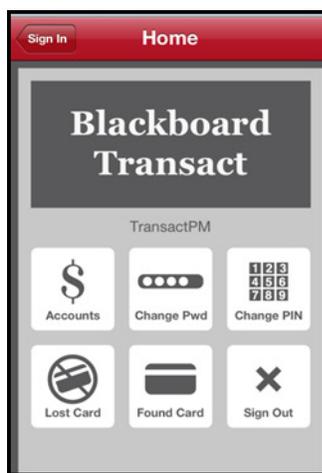


Enter your **Username** and **Password** exactly as you would when using the eAccounts web page.

HOME MENU

The Home screen displays all the current available features in the application. The features may vary based on the configuration by your campus administrator. A sample Home menu screen is shown below.

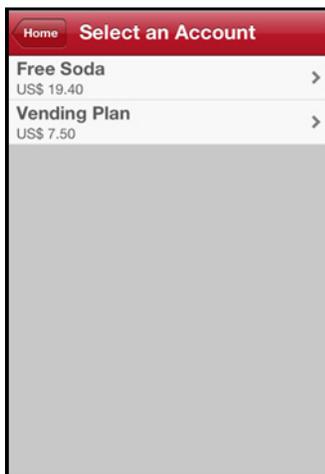
Figure 1-3 Home Screen



ACCOUNT SUMMARY, TRANSACTION, AND DEPOSIT

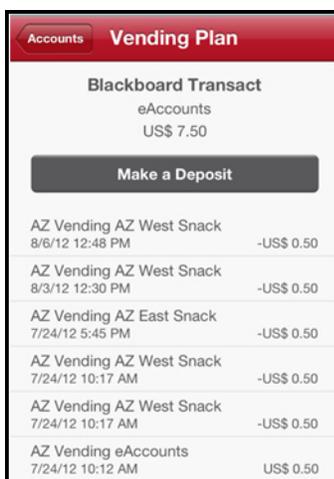
Tapping the **Accounts** button on the Home menu displays a list of your current accounts and balances. A sample summary screen is shown below.

Figure 1-4 Select an Account Screen



Select an account by tapping on the account name to see a list of recent transactions and/or to make a deposit. A sample account detail screen is shown below. Scroll down to see additional transactions.

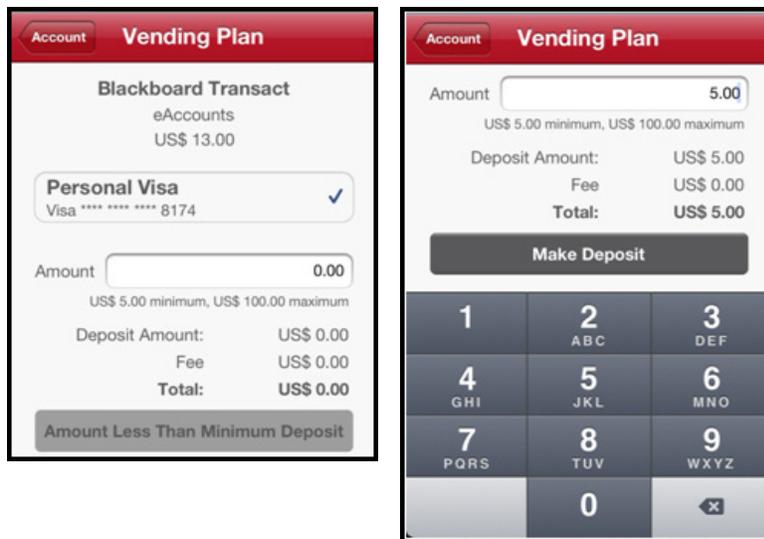
Figure 1-5 Vending Plan Screen



To return to the Summary screen, select the **Accounts** button in the upper left corner.

To make a deposit, select the **Make a Deposit** button. This button is only available if the campus administrator has configured the system to allow deposits to the account. A sample deposit screen is shown below.

Figure 1-6 Vending Plan Screen - Amount, Make Deposit



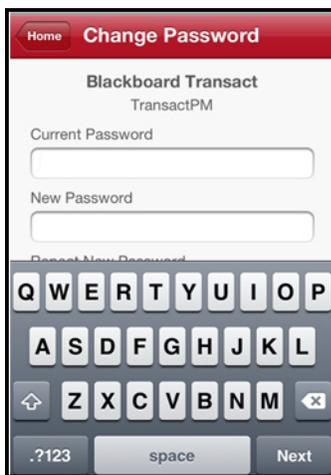
You must have a saved payment method previously created in eAccounts using a web browser, to make a deposit with the mobile eAccounts application. All valid saved payment methods are displayed as shown in the example above left. Select the desired saved payment method and then enter an **Amount** to deposit as shown in example above right. If a Convenience Fee is configured by the system administrator and applies to the deposit, it will be calculated and displayed. Tap the **Make a Deposit** button to process the transaction. The screen displays the transaction result and returns to the Accounts screen.

Note: A Convenience Fee is a charge in addition to the original transaction amount for the convenience of being able to use an alternate payment method.

CHANGE PASSWORD

Tapping the **Change PWD** button on the Home menu displays the Change Password screen; a sample screen is shown below. This option is only available if enabled by your campus administrator.

Figure 1-7 Change Password Screen

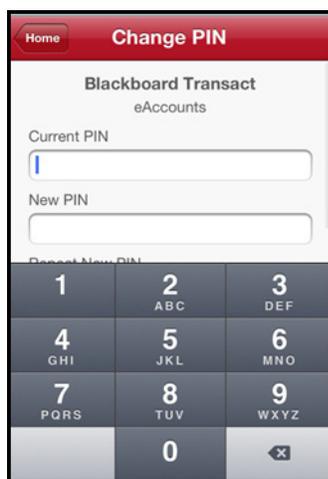


To change your password, enter the **Current Password** followed by the **New Password** twice in the fields provided and tap the **Change Password** button. Changing your password in the Mobile eAccounts application also changes the password for the web browser application.

CHANGE PIN

Tapping the **Change PIN** button on the Home menu displays the Change PIN screen. A sample screen is shown below. This option is only available if enabled by your campus administrator.

Figure 1-8 Change PIN Screen



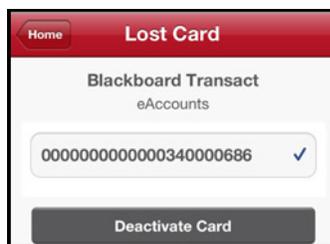
The screenshot shows a mobile application interface for changing a PIN. At the top, there is a red navigation bar with a 'Home' button and the title 'Change PIN'. Below this, the text 'Blackboard Transact eAccounts' is displayed. The main content area contains two text input fields: 'Current PIN' and 'New PIN'. Below the 'New PIN' field, there is a numeric keypad with buttons for digits 1 through 9, 0, and a backspace key (indicated by an 'x' in a square).

To change your PIN, enter the **Current PIN** followed by the **New PIN** twice in the fields provided and tap the **Change PIN** button. Changing your PIN in the mobile eAccounts application is immediate and requires the new PIN the next time one is required for door access or other functions.

DEACTIVATE LOST CARD

Tapping the **Lost Card** button on the Home menu displays the Lost Card screen. A sample summary screen is shown below. This option is only available if enabled by your campus administrator and one or more cards are currently active.

Figure 1-9 Lost Card Screen - Deactivate Card

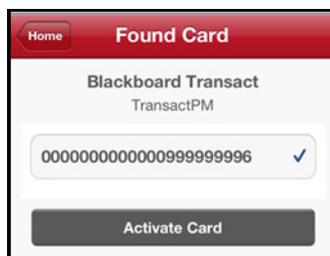


Select the card to deactivate. Tap the **Deactivate Card** button to immediately deactivate the selected card. This card will no longer be valid for use until it is reactivated.

ACTIVATE FOUND CARD

Tapping the **Found Card** button on the Home menu displays the Found Card screen. A sample screen is shown below. This option is only available if enabled by your campus administrator and one or more cards are currently marked as lost.

Figure 1-10 Found Card Screen - Activate Card



Select the card to activate. Tap the **Activate Card** button to immediately activate the selected card. This card is now valid for use.