

# **Blackboard Transact eAccounts Website**

User Guide

## eAccounts Website Instructions

Sign in to the eAccounts website with your Alcorn State University email address and password.



**Alcorn**  
State University

Sign In

Enter your gold card account information

Username

Password

The first time you go to eAccounts, you will need to register. You will only be required to register this one time. Make sure to enter a 1 in front of your id number.



**Alcorn**  
State University eAccounts [Sign Off](#)

[Accounts](#) [Profile](#)

[Personal Information](#) [Transaction System Registration](#)

**Transaction System Customer Registration**  
Enter your Transaction System Customer information to link your accounts.

**Customer Information**

Registration Status

Customer Number  
(Enter your Banner ID number changing the "A" to "1", ex. 110101010)

Last/Family Name

After clicking on the Register button, you will see a confirmation that you are registered.

**Alcorn State University eAccounts** | Sign Off

Accounts Card Services Profile

Personal Information Alert Preferences Transaction System Registration

You have successfully linked your transaction system customer information to your account.

### Transaction System Customer Registration

Enter your Transaction System Customer information to link your accounts.

**Customer Information**

Registration Status Registered

Customer Number  
(Enter your Banner ID number changing the "A" to "1", ex. 110101010)

Last/Family Name

Register

Once registered, every time you login thereafter, you will see the following screen. The accounts that you see on the left side will be the accounts that you have activated.

**Alcorn State University eAccounts** | Sign Off

Accounts Card Services Profile

Account Summary Account Transactions Board Transactions Account Statements

**Flex Dining** Individual 0.00 USD

**Gold Card** Individual 5.43 USD [+Add Money](#)

**sandbox cach** Individual 59.00 USD

**Board Plan** Board Plan Active

**Welcome to the Alcorn State Gold Card eAccounts Portal**

The ASU Gold Card eAccounts portal lets you manage your campus card accounts. With its online account management you can view your account activity, and manage your card.

## Accounts Tab

Under the Accounts Tab, the following features are available:

- Account Summary of Gold Card, Flex Dollars and Meal Plans.
- Account Transactions
- Board Transactions
- Account Statements

## Account Summary

The balance of Gold Card, Flex Dollars and Meal Plans can be seen on the left side of the screen.

By clicking on the name of the account, a new window will appear showing the most recent transactions.

The screenshot shows the Alcorn State University eAccounts interface. The top navigation bar includes 'Accounts', 'Card Services', and 'Profile'. Below this, there are tabs for 'Account Summary', 'Account Transactions', 'Board Transactions', and 'Account Statements'. On the left side, there are four account summary cards: 'Flex Dining' (Individual, 0.00 USD), 'Gold Card' (Individual, 5.43 USD, with a '+Add Money' link), 'sandbox cash' (Individual, 59.00 USD), and 'Board Plan' (Active). The main content area is titled 'Gold Card Individual' and includes a '+Add Money' link. Below this is the 'Account Details' section with the following information:

Balance	Credit Limit	Minimum Deposit	Maximum Deposit
5.43 USD	0.00 USD	25.00 USD	1,000.00 USD

There are two tabs: 'Transaction Activity' and 'Scheduled Deposits'. The 'Transaction Activity' tab is active, showing a table of transactions:

Date/Time	Location	Transaction Type	Amount
7/22/2013 7:51 PM	Pizza Hut Pizza Hut 1	Debit	(2.03) USD

The screenshot shows the Alcorn State University eAccounts interface. The top navigation bar includes 'Accounts', 'Card Services', and 'Profile'. Below this, there are tabs for 'Account Summary', 'Account Transactions', 'Board Transactions', and 'Account Statements'. On the left side, there are four account summary cards: 'Flex Dining' (Individual, 0.00 USD), 'Gold Card' (Individual, 5.43 USD), 'sandbox cash' (Individual, 59.00 USD), and 'Board Plan' (Active). The main content area is titled 'Sodexo Board Plan' and includes 'Board Details' with the following information:

Board Status	Start Date/Time	End Date/Time
Active	not applicable	not applicable

Below this is the 'Meals Remaining' section with the following information:

Week	Month	SemQtr	Year	Guest	Extra
17	∞	∞	∞	∞	0

There are three tabs: 'Transaction Activity', 'Board Plan Meal Remaining - Regular', and 'Board Plan Meal Remaining - Guest'. The 'Transaction Activity' tab is active, showing a table of transactions:

Date/Time	Location	Tran Type	Meal Type	Use Type	Cash Equiv Used	Count Used
8/7/2013 12:59 PM	Cafeteria Cafeteria POS 2	Regular	Standard Meal	Board	-	1
8/6/2013 1:01 PM	Cafeteria Cafeteria POS 2	Regular	Standard Meal	Board	-	1
8/2/2013 1:02 PM	Cafeteria Cafeteria POS 2	Regular	Standard Meal	Board	-	1
7/30/2013 1:04 PM	Cafeteria Cafeteria POS 2	Regular	Standard Meal	Board	-	1
7/29/2013 1:01 PM	Cafeteria Cafeteria POS 2	Regular	Standard Meal	Board	-	1
7/26/2013 1:02 PM	Cafeteria Cafeteria POS 2	Regular	Standard Meal	Board	-	1
7/25/2013 12:47 PM	Cafeteria Cafeteria POS 2	Regular	Standard Meal	Board	-	1

## Account Transactions

To obtain a report of transactions on your card, click on the Account Transactions link and the following window will appear.

The screenshot shows the 'Account Transaction Report' search form. At the top, there is a purple header with the Alcorn State University logo and 'eAccounts' text. Below the header is a navigation bar with links: 'Accounts', 'Card Services', and 'Profile'. A secondary navigation bar contains 'Account Summary', 'Account Transactions', 'Board Transactions', and 'Account Statements'. The main content area is titled 'Account Transaction Report' and includes the instruction 'Search transactions by account, type, period, amount and/or location.' The form contains several input fields: 'Account' (dropdown menu with '<All>' selected), 'Card Number' (dropdown menu with '<All>' selected), 'Transaction Type' (dropdown menu with '<All>' selected), 'Transaction Period' (date range from '7/7/2013 12:00 AM' to '8/8/2013 12:00 AM'), 'Amount Range' (two empty text boxes separated by 'to'), and 'Location' (empty text box). A 'Search' button is located at the bottom right of the form.

Enter the appropriate information for your search and click on the Search button.

This screenshot shows the same 'Account Transaction Report' search form, but with data entered into the fields. The 'Account' dropdown is now set to 'Gold Card'. The 'Transaction Period' is updated to '1/1/2013 12:00 AM' through '8/8/2013 12:00 AM'. The 'Search' button remains at the bottom right.

The results will be shown in a new window as shown below.

The screenshot shows the Alcorn State University eAccounts interface. The top navigation bar includes the Alcorn State University logo, the text "Alcorn State University eAccounts", and a "Sign Off" link. Below this is a secondary navigation bar with links for "Accounts", "Card Services", and "Profile". A third navigation bar contains "Account Summary", "Account Transactions", "Board Transactions", and "Account Statements". The main content area features a section titled "Account Transaction Report" with a "Back to search filters" link. Below this is a table titled "Account Transactions Found" with the following data:

Date/Time	Account Name	Location	Transaction Type	Amount
7/22/2013 7:51 PM	Gold Card	Pizza Hut Pizza Hut 1	Debit	(2.03) USD
6/10/2013 6:24 PM	Gold Card	Pizza Hut Pizza Hut 1	Debit	(1.53) USD
6/10/2013 4:23 PM	Gold Card	PHIL Stations SUB PHIL	Credit	5.00 USD
4/5/2013 7:22 PM	Gold Card	PHIL Stations SUB PHIL	Credit	1.00 USD

## Board Transactions

A list of transactions for a board plan may be obtained by clicking on the Board Transactions link. Enter the appropriate information for your search and click on the Search button.

The screenshot shows the Alcorn State University eAccounts interface for the "Board Transaction Report" search form. The top navigation bar is identical to the previous screenshot. The main content area features a section titled "Board Transaction Report" with the instruction "Search transactions by plan, use, meal type, transaction type, period and/or location." Below this are several search criteria sections:

- Board Plan:** A dropdown menu.
- Board Use Type:** A dropdown menu with "<All>" selected.
- Board Meal Type:** A dropdown menu with "<All>" selected.
- Transaction Type:** A dropdown menu with "<All>" selected.
- Transaction Period:** Two date pickers with the text "7/7/2013 12:00 AM" and "8/8/2013 12:00 AM" and the word "thru" between them.
- Location:** A text input field.

A "Search" button is located at the bottom right of the form.

The results will be shown in a new window as shown below.

The screenshot shows the Alcorn State University eAccounts interface. At the top, there is a navigation bar with the Alcorn State University logo, the text "Alcorn State University eAccounts", and a "Sign Off" link. Below the navigation bar are links for "Accounts", "Card Services", and "Profile". A secondary navigation bar contains "Account Summary", "Account Transactions", "Board Transactions", and "Account Statements".

The main content area displays a "Board Transaction Report" section with a "Back to search filters" link. Below this is a table titled "Board Transactions Found" with the following data:

Date/Time	Board Plan	Location	Tran Type	Meal Type	Use Type	Cash Equiv Used	Count Used
8/7/2013 12:59 PM		Cafeteria Cafeteria POS 2	Regular	Standard Meal	Board	-	1
8/6/2013 1:01 PM		Cafeteria Cafeteria POS 2	Regular	Standard Meal	Board	-	1
8/2/2013 1:02 PM		Cafeteria Cafeteria POS 2	Regular	Standard Meal	Board	-	1
7/30/2013 1:04 PM		Cafeteria Cafeteria POS 2	Regular	Standard Meal	Board	-	1
7/29/2013 1:01 PM		Cafeteria Cafeteria POS 2	Regular	Standard Meal	Board	-	1
7/26/2013 1:02 PM		Cafeteria Cafeteria POS 2	Regular	Standard Meal	Board	-	1
7/25/2013 12:47 PM		Cafeteria Cafeteria POS 2	Regular	Standard Meal	Board	-	1
7/24/2013 1:01 PM		Cafeteria Cafeteria POS 2	Regular	Standard Meal	Board	-	1
7/22/2013 12:56 PM		Cafeteria Cafeteria POS 2	Regular	Standard Meal	Board	-	1
7/19/2013 12:57 PM		Cafeteria Cafeteria POS 2	Regular	Standard Meal	Board	-	1
7/18/2013 12:59 PM		Cafeteria Cafeteria POS 2	Regular	Standard Meal	Board	-	1
7/15/2013 1:00 PM		Cafeteria Cafeteria POS 2	Regular	Standard Meal	Board	-	1
7/12/2013 1:00 PM		Cafeteria Cafeteria POS 2	Regular	Standard Meal	Board	-	1
7/10/2013 1:02 PM		Cafeteria Cafeteria POS 2	Regular	Standard Meal	Board	-	1
7/9/2013 12:31 PM		Cafeteria Cafeteria POS 2	Regular	Standard Meal	Board	-	1

## Account Statements

Monthly statements for the past 24 months can be obtained through the Account Statements link.

The screenshot shows the Alcorn State University eAccounts interface. At the top, there is a navigation bar with the Alcorn State University logo, the text "Alcorn State University eAccounts", and a "Sign Off" link. Below the navigation bar are links for "Accounts", "Card Services", and "Profile". A secondary navigation bar contains "Account Summary", "Account Transactions", "Board Transactions", and "Account Statements".

The main content area displays the "Account Statements" section. It includes a "Select an account" dropdown menu currently set to "Flex Dining". Below this is a table of account statements with the following data:

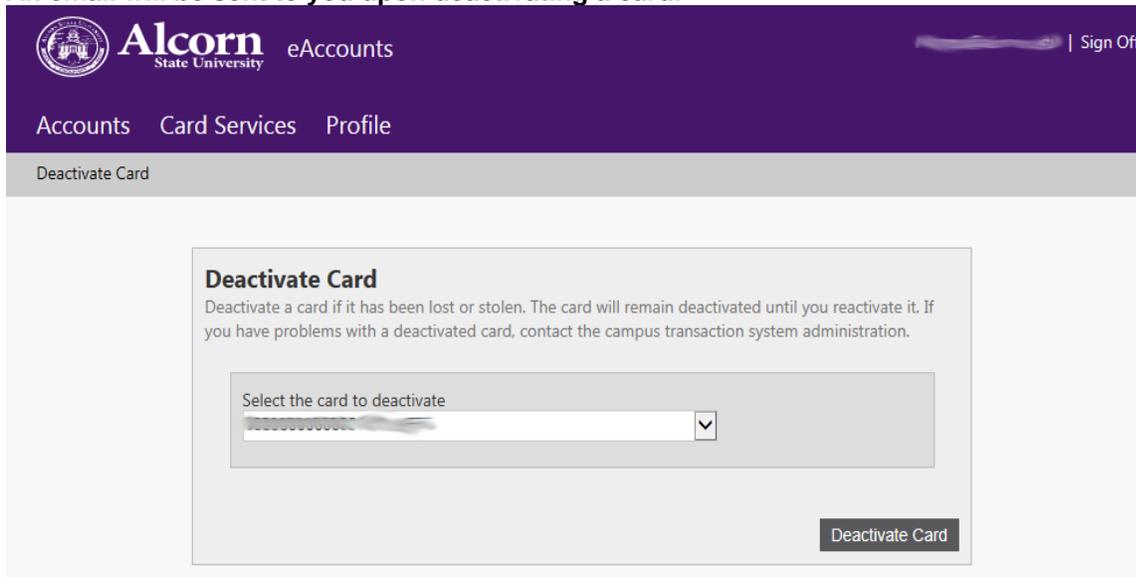
Start Date	Description	Download PDF
Monday, July 01, 2013	Statement July, 2013	Download July, 2013
Saturday, June 01, 2013	Statement June, 2013	Download June, 2013
Wednesday, May 01, 2013	Statement May, 2013	Download May, 2013
Monday, April 01, 2013	Statement April, 2013	Download April, 2013
Friday, March 01, 2013	Statement March, 2013	Download March, 2013
Friday, February 01, 2013	Statement February, 2013	Download February, 2013
Tuesday, January 01, 2013	Statement January, 2013	Download January, 2013
Saturday, December 01, 2012	Statement December, 2012	Download December, 2012
Thursday, November 01, 2012	Statement November, 2012	Download November, 2012
Monday, October 01, 2012	Statement October, 2012	Download October, 2012
Saturday, September 01, 2012	Statement September, 2012	Download September, 2012
Wednesday, August 01, 2012	Statement August, 2012	Download August, 2012
Sunday, July 01, 2012	Statement July, 2012	Download July, 2012
Friday, June 01, 2012	Statement June, 2012	Download June, 2012
Tuesday, May 01, 2012	Statement May, 2012	Download May, 2012
Sunday, April 01, 2012	Statement April, 2012	Download April, 2012
Thursday, March 01, 2012	Statement March, 2012	Download March, 2012
Wednesday, February 01, 2012	Statement February, 2012	Download February, 2012
Sunday, January 01, 2012	Statement January, 2012	Download January, 2012
Thursday, December 01, 2011	Statement December, 2011	Download December, 2011
Tuesday, November 01, 2011	Statement November, 2011	Download November, 2011

## Card Services

Under the Card Services tab, you can deactivate and activate a card if it is lost or stolen.

### Deactivate Card

Choose the card that you would like to deactivate and click on the Deactivate Card button. An email will be sent to you upon deactivating a card.



The screenshot shows the Alcorn State University eAccounts interface. At the top, there is a purple header with the Alcorn State University logo, the text 'Alcorn State University eAccounts', and a 'Sign Off' link. Below the header is a navigation menu with 'Accounts', 'Card Services', and 'Profile'. The main content area is titled 'Deactivate Card' and contains the following text: 'Deactivate a card if it has been lost or stolen. The card will remain deactivated until you reactivate it. If you have problems with a deactivated card, contact the campus transaction system administration.' Below this text is a dropdown menu labeled 'Select the card to deactivate' with a card number partially visible. A 'Deactivate Card' button is located at the bottom right of the form.

## Profile

Under the Profile tab, the following features are available.

- Personal Information
- Alert Preferences
- Transaction System Registration
- Saved Payment Methods

### Personal Information

Any personal information can be updated within this area.

### Alert Preferences

Edit your email alert preferences for your account within this area.

### Transaction System Registration

Once registered, you will not need to make any changes to this area.

### Saved Payment Methods

When making deposits to your Gold Card, you can save the payment method so to not be required to reenter the information for future payments. These methods can be reviewed and deleted within this area.