Blackboard Transact eAccounts Website

User Guide
eAccounts Website Instructions

Sign in to the eAccounts website with your Alcorn State University email address and 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.
After clicking on the Register button, you will see a confirmation that you are registered.

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.
**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.
Account Transactions

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

Enter the appropriate information for your search and click on the Search button.
The results will be shown in a new window as shown below.

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

Account Statements

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

**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.