

# Blackboard transact™

*Mobile eAccounts Application  
User's Guide*

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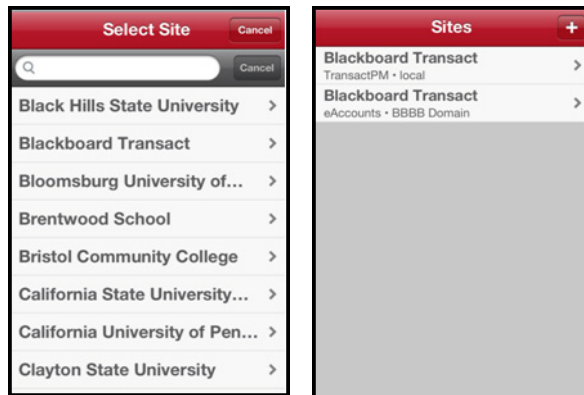


## SEARCHING FOR YOUR SCHOOL

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



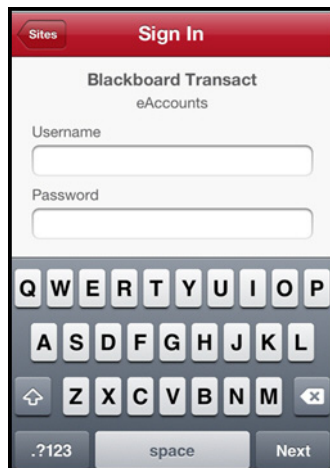
After selecting a school, optionally select from more than one eAccounts' options as shown in the example screen above right. If the school has only one eAccounts portal, the login screen displays.

## 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

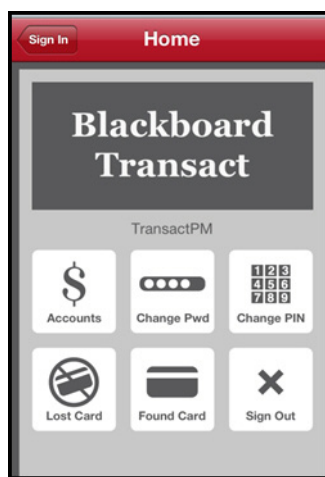


Enter your **Username** and **Password** exactly as you would when using the eAccounts web page.

## 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.

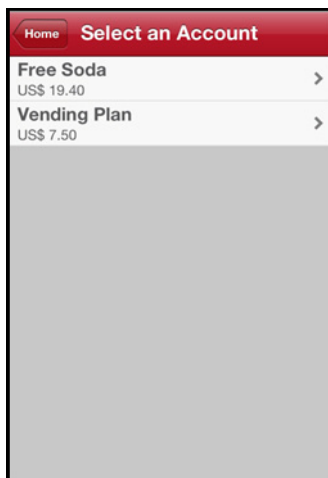
Figure 1-3 Home Screen



## ACCOUNT SUMMARY, TRANSACTION, AND DEPOSIT

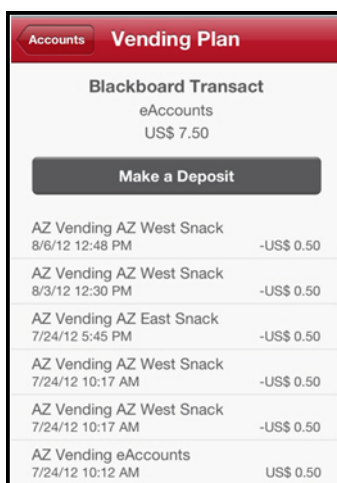
Tapping the **Accounts** button on the Home menu displays a list of your current accounts and balances. A sample summary screen is shown below.

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.

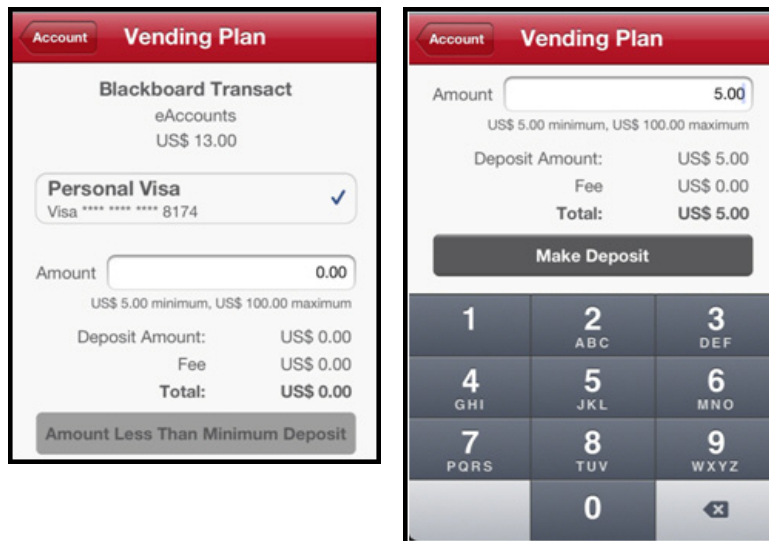
Figure 1-5 Vending Plan Screen



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.

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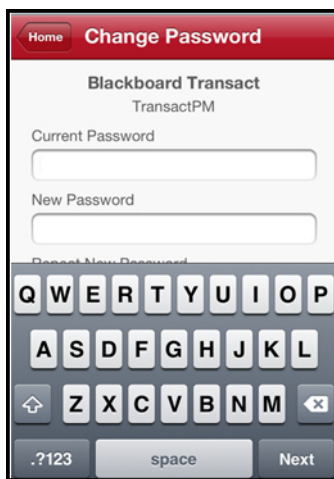
*Note: A Convenience Fee is a charge in addition to the original transaction amount for the convenience of being able to use an alternate payment method.*

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## 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



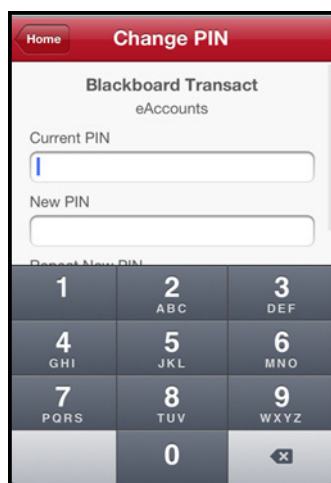
To change your password, enter the **Current Password** followed by the **New Password** twice in the fields provided and tap the **Change Password** button. Changing your password in the Mobile eAccounts application also changes the password for the web browser application.



## 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

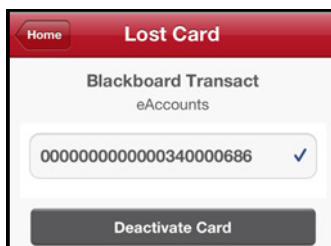


To change your PIN, enter the **Current PIN** followed by the **New PIN** twice in the fields provided and tap the **Change PIN** button. Changing your PIN in the mobile eAccounts application is immediate and requires the new PIN the next time one is required for door access or other functions.

## 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

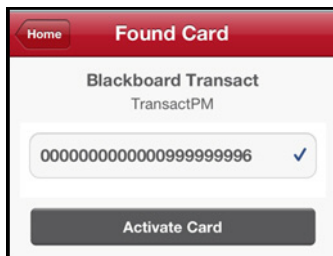


Select the card to deactivate. Tap the **Deactivate Card** button to immediately deactivate the selected card. This card will no longer be valid for use until it is reactivated.

## 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.