Blackboard Transact Mobile eAccounts

Go to the APP Store or Google Play Store for Blackboard Transact Mobile and download your free App!

Please register for eAccounts through MyCampus before installing the Mobile App, click <u>here</u> for instructions

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HireAState	 I have a special problem or independent study course that actually meets with another class. Administration would like the student's evaluations to all be included together. What do I need to do? Most of my evaluations will begin on the 15th, but I have three courses that won't be evaluated until the 30th. What do I need to do to set them up? 	SSB Self -Service Personal Information Update Addresses and Phones
Communities >	 One of my students is reporting that when they click on the login link, it indicates that no active survey is available. What is the problem? One of the instructors is listed on several courses, but really one needs to be evaluated for one or two. How can I remove the instructor from these other evaluations? 	To update an existing billing address, click on the blue "Current" link. To create a new billing address, click on "Type of Address" at the bottom of the page. elect Billing and click Sumit.
	 One of my students is reporting that everyone else in the class has received the e-mail about Evaluation Kit, but they haven't received one yet. What do we need to do? One of my students is reporting that Evaluation Kit is giving him an error. What do we need to do? How can I get a summary report for a given instructor? One or questions, we order the responses as Strongly Agree, Agree, Neutral, Disagree, and Strongly Disagree, but we would like Strongly Agree to be the high score, not the low score. What can I do to set my questions to get what we used? 	Enter address and click submit. Tor remove a "bad address" hold, please e-mail sabiligaymetrikastate.adu adtre completion. Request that your hold be lifted including your name and ID number.

- 1. Downloading the app and searching for your school
- 2. Logging into the eAccounts Portal
- 3. Home Menu
- 4. Account Summary, Transaction, and Deposit
- 5. Deactivate Lost Card
- 6. Activate Found Card

Board plan balances can not be viewed through the Mobile eAccounts at this time. Only Flex, Express Dollars and Book Money accounts can be viewed currently.

1. Downloading the app and searching for Arkansas State University

Search for Transact eAccounts in either your Apple or Android App Store and Install the App





Navigate through the welcome flow.





2. Logging into the eAccounts Portal

After selecting Arkansas State University, select "Arkansas State SAML2 as the login method. Enter your Username and Password exactly as you would when using the eAccounts web page.

Note: Use your entire email address (ex. <u>John.doe@smail.astate.edu</u> for students or <u>jdoe@astate.edu</u> for faculty and staff)



3. 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. The screen display may vary depending upon whether using Apple or Android.



4. Account Summary, Transaction, and Deposit

A sample summary screen is shown below.



Apple

US\$ 22.08

US\$ 0.00

US\$ 0.00

Android

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.

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leebo NeeBo 1 /9/15, 11:07 AM	-US\$ 113.09	Card Office FINANC081215-W 1/9/2015 11:00 AM
ard Office FINANC081215-W /9/15, 11:00 AM	7 US\$ 200.00	University Market University Market IP
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Apple

Android

For Apple Users:

To return to the Summary screen, select the	Accounts button in the upper left corner. To
Make a deposit, select Make a Deposit below.	button. A sample deposit screen in shown
For Android Users:	
To return to the Summary screen, select the	button in the upper left corner. To
make a deposit, select button. A sample of	deposit screen in shown below.

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 when you choose "Choose Payment Source". Select the desired

saved payment method and then enter an Amount to deposit as shown in example above. Tap the **Make a Deposit** button to process the transaction. The screen displays the transaction result and returns to the Account Summary screen.

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	Make a Deposit	
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	University Market University Market IP 1/10/15, 2:29 AM -US\$ 40.00	
	Neebo NeeBo 1 1/9/15, 11:07 AM -US\$ 113.09	
	Card Office FINANC081215-W7 1/9/15, 11:00 AM US\$ 200.00	
	University Market University Market IP 12/22/14, 11:37 PM -US\$ 32.00	

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7 PQRS	8 TUV	9 wxyz				
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Apple

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Make Deposit		Make Depo	osit			
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Android

5. Deactivate Lost Card



button on the Home screen.

Apples Users: To deactivate a lost card, tap on the 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.



Apple

Android Users: To deactivate a lost card, tap on the button in the top right corner. Choose Lost 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.



Android

An email will be sent notifying you of the deactivation of the card chosen.

6. Activate Found Card.

Apple Users: To activate a found card, tap on the Found Card button on the Home Screen. Select the card to activate. Tap the A**ctivate Card** button to immediately activate the selected card. This card is now valid for use.



Apple

Android Users: To activate a found card, tap on the button in the top right corner. Choose Found Card. Select the card to activate. Tap the A**ctivate Card** button to immediately activate the selected card. This card is now valid for use.



Android