Blackboard Transact Mobile eAccounts Application

for iPhone / iPod Touch / iPad ( iOS 5 or later )

User Guide

For queries,
please email quickcardhelp@bradley.edu or call (309) 677-3463
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1. INSTALLING eACCOUNTS APP

To install the eAccounts mobile application on your Apple iPhone™ or iPod Touch™ or iPad™, open App Store and search for "Blackboard Transact Mobile eAccounts". Install the application on your device by clicking on install button in the App Store.

Figure 1.1 Installing eAccounts App
2. **SEARCHING FOR BRADLEY UNIVERSITY**

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

Select Bradley University from the initial screen; by scrolling through the list or entering "Bradley University" in search value to find the school.

After selecting the Bradley University Site, click on BU Authentication. Now the Bradley University eAccounts selection is configured in your device. A sample search screen is shown on the left below.

Fig 2.1 Select site and select BU Authentication.
3. LOGGING INTO THE EACCOUNTS PORTAL

Click on the Bradley University in the Sites page. (See screenshot below)

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.

Enter your Bradley University Username and Password exactly as you would when using the eAccounts web page and hit GO.

Figure 3.1 Sign on Screen
4. HOME MENU

The Home screen displays all the current available features in the application. A sample Home menu screen is shown below.

![Home Screen](image)

Figure 4.1 Home Screen
5. 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.

![Select an Account Screen](image1)

Figure 5.1 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.

![Quick Cash Screen](image2)

Figure 5.2 Quick Cash 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. A sample deposit screen is shown below.

![Sample Deposit Screenshots](image)

**Figure 5.3 Quick Cash, 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. Tap the Make a Deposit button to process the transaction. The screen displays the transaction result and returns to the Accounts screen.
6. **DEACTIVATE LOST CARD**

Tapping the Lost Card button on the Home menu displays the Lost Card screen. A sample summary screen is shown below.

![Deactivate Quick Card](image)

**Figure 6.1 Deactivate Quick 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 at the QuickCard office in room 103 Swords Hall.