Rivier University OneCard System
September 2018

Over the summer the University migrated to a new OneCard system. The new url is https:\\onecard.rivier.edu. Students will interact with this new card system across campus:

1. Residence Halls – The card system is used to access the residence hall.
2. Dion Dining Hall and Library Café – The card works both in dining hall and the library café.
3. Print Allotment – Printing in the library and to other printers on the student network.

Important Things to Know

What has been formerly known as Discretionary Funds is now called Raider Bucks. This is the money students can put on their card to use the vending machines, printing, bookstore and café.

All students on a meal plan have a Meal plan account and a Dining Dollars Cash Account.

If you are a returning student and on a meal plan or use Raider Bucks in the dining hall you will need a new ID card.

Type of Accounts on the Card

Meal Plan – All students on a meal plan will have an account corresponding to the meal plan they signed up.

Dining Dollars – All resident students on a meal plan receive a Flexible Cash account that can be used in the Dining Hall and the Library Café.
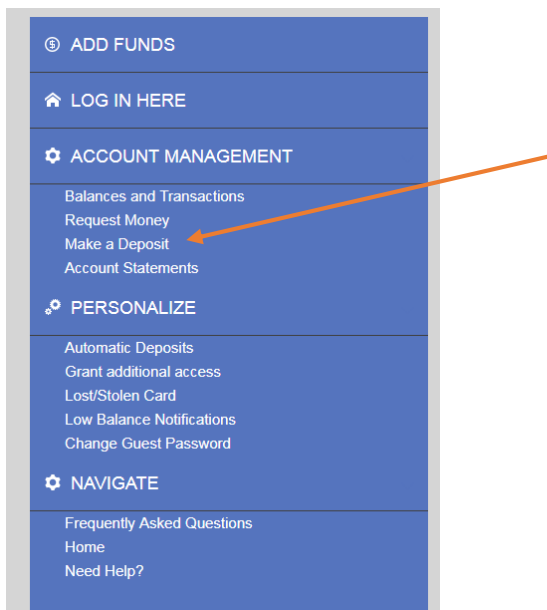
Raider Bucks – Formerly known as discretionary funds. These can be used for dining hall, book store, printing and copying.

Print Allotment – The University provides a $25.00 printing allotment each semester.

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How do I get money on my card?

To put money on your card do the following:

1. Launch the onecard website at onecard.rivier.edu
2. Click on "LOG IN HERE" second button on the left side panel.
3. Login with your Rivier active directory credentials.
4. Your account balances will be displayed.
5. Use the menu on the left to navigate to the different options.
6. Use "Make a Deposit" to put money on your card:

Make a Deposit

Select the account **Raider Bucks** from the drop down.

Key in the amount of money to deposit. (A minimum of $10.00)

Key in an email for the receipt.

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Deposit with a credit card

Account

Raider Bucks ⌄

Amount

10.00

Email

HCROWELL@rivier.edu

☐ Save payment information

☐ Enable automatic deposits

NEXT

Click the box to save payment information if desired.

Click the box to enable deposits if desired.

Click Next

Key in the Billing and Payment Details

Click Pay

Add Funds (This feature is designed for a guest to put money on your account)

Select the account **Raider Bucks** from the drop down.

Key in the amount of money to deposit. (A minimum of $10.00)

Key in an email for the receipt.

Deposit with a credit card

Account

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Amount

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Email

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Click Next

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Click Pay

Balance and Transactions

This screen displays the activity on all of the activity accounts associated with your credentials.

Balances and Recent Transactions

Print Allotment

8/23/2018 03:13PM	**Current balance**	**$24.85**
8/22/2018 04:43PM	RL_BW_KONICA	-0.05 $24.85
8/22/2018 04:41PM	RL_LASER8	-0.05 $24.90
8/22/2018 04:41PM	RL_LASER1	-0.05 $24.95
8/22/2018 04:02PM	Test Print Account Reset	25.00 $25.00
		view more

Raider Bucks

8/23/2018 03:13PM	**Current balance**	**$0.00**
		view more

Request Money

Use this form to ask someone to put additional money on your account. An email will be sent to them with directions. The person will need to know what your student ID is (A00000xxxxx).   The email will come from Campus Card Online noreply@jsatech.com with the subject "Rivier University Raider Bucks Replenishment".

Let Us Ask For Money For You

Using this form, we will send an email to the person you designate requesting funds be deposited on your behalf.

Accoount

Raider Bucks

Amount

100.00

Email

Dad@home.net

Message

Hi Dad,
I'm hungry. Will you please put some more money on my Raider Bucks card?
Thanks,
Your daugher

SEND REQUEST

Click the box to save payment information if desired.

Click the box to enable deposits if desired.

Click Next

Key in the Billing and Payment Details

Click Pay

Click Pay

Account Statements

Use the drop down to pick an account. Choose which month to preview activity and open whichever type of file desired. (View – display on the screen; PDF – output to a pdf that can be saved; CSV – will launch an Excel spreadsheet.)

Automatic Deposits

Automatic Deposit Setup
Automatically Deposit When Your Balance Is Low

Using this feature, you can automatically deposit money into your Raider Bucks account. When your balance falls below the minimum, your account will be automatically replenished. To set up automatic deposits for the first time, follow these steps:

1. Select the "Make a deposit" option and proceed with filling out the form. 2. Check the "Enable Automatic Deposits" box.
2. Select the desired deposit option. We recommend a minimum account balance of at least $5.00.
3. Select your automatic deposit amount.
4. Enter your e-mail address, credit card information, and credit card expiration date.

Grant Additional Access

This feature allows you to give access to parents or friends to your account. An email will be sent to the person listed in the email address. The email will provide directions to the

Parent/Guest Access

Give parents and friends access to your account

You can use this page to let your parents or others have access to your account. They will get their own password and access, so they can view your activity and make deposits without your assistance.

☑ **Enabled**

Email Address

dad@home.net

☐ View Statement

☑ Low Balance

☑ Guest Access

☐ Request Money

☐ Lost Card

☑ View Balances

ADD   **CANCEL**

Lost/Stolen Card

This link is a toggle that will allow you to report a lost or stolen card. Once it is set to lost it will remain that way until you login and reactiviate it by selecting this option again.

Found Card?

Activate your lost or stolen card.

If you have found your card, activate here.

ACTIVATE

Low Balance Notification

Choose a minimum balance you do not wish to go below. Choose who you would like to notify, inclduing yourself.

Low Balance Warning

Notify someone when your balance gets low.

We can notify you when you balance falls below a certain level. Use this page to set how you want to be notified.

☐ **Raider Bucks Minimum**

Minimum?

End Date

0000-00-00

Email:

☐ Email:

Email:

☐ Email:

Email:

☐ Email:

Change Guest Password

This page is setup for the Guest to change their password. A student cannot change his/her password.