

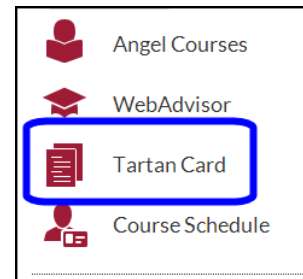
Tartan Card Portal Instructions

1. Login to my.sinclair.edu

Employees will need to click on the button shown below:



Students will on this button shown below:



2. **NOTE:** The Tartan Card Portal can also be accessed in the Angel Course Portal—see the picture below



3. After you login, the main page for your Tartan Card Portal account will open

There are three options listed on the main page: **My Accounts**, **Card Deposit**, and **My Profile**

- **My Accounts**
- **Card Deposit**
- **My Profile**

Tartan Card [Sign Out](#)

My Accounts **Card Deposit** **My Profile**

Cardholder Information

First Name: Cheryl
Last Name: Stewart
Campus ID: **000000000**
Account Status: Active

Account Summary (click to expand/collapse)

Fund	Balance
Tartan Cash	\$ 0.77

Recent Account Activity (click to expand/collapse)

Fund: Range:

Account Statement (click to expand/collapse)

Statement:

Tartan Card portal

The Sinclair Community College Online Tartan Card Portal makes campus life easier.

Use it if you want to:

- Add money to your account online
- Find out your current balance
- Check your transaction history
- View or print your account statements
- Maintain your user profile information
- Receive email notification when deposits are made.
- Make deposits to other cardholder accounts.

4. Click on the **My Accounts tab** to access that option. There are three options listed under the **My Accounts:**

- a. **Account Summary**—lists available funds in your Tartan card account
- b. **Recent Account Activity**—lists your individual account transactions
- c. **Account Statement**—displays accounts statements for chosen time periods

The screenshot shows a web interface with a blue header containing three tabs: "My Accounts", "Card Deposit", and "My Profile". The "My Accounts" tab is highlighted with a red box. Below the header is a section titled "Cardholder Information" with the following details:

First Name:	Cheryl
Last Name:	Stewart
Campus ID:	000000000
Account Status:	Active

Below this is a blue bar for "Account Summary" with a "(click to expand/collapse)" link. Underneath is a table with two columns: "Fund" and "Balance".

Fund	Balance
Tartan Cash	\$ 0.77

Next is a blue bar for "Recent Account Activity" with a "(click to expand/collapse)" link. Below it are two dropdown menus: "Fund:" with "All" selected and "Range:" with "Last 7 Days" selected, followed by a "Search" button.

Finally, there is a blue bar for "Account Statement" with a "(click to expand/collapse)" link. Below it is a dropdown menu for "Statement:" with "2/2/2011 - 3/1/2011" selected, and a "View Statement" button.

Click on the **(click to expand/collapse)** links to expand or collapse info for these options.

Expanded information for the **Account Summary** is shown at the left

5. Under **Recent Account Activity**, click the down arrows next to **Fund** and **Range** to select search options and then click on **Search**

Recent Account Activity (click to expand/collapse)

Fund: All Range: Last 7 Days

Account Statement (click to expand/collapse)

Recent Account Activity (click to expand/collapse)

Fund: Tartan Cash Range: Last 7 Days

Account Statement (click to expand/collapse)

Recent Account Activity (click to expand/collapse)

Fund: Tartan Cash Range: Last 14 Days

Search

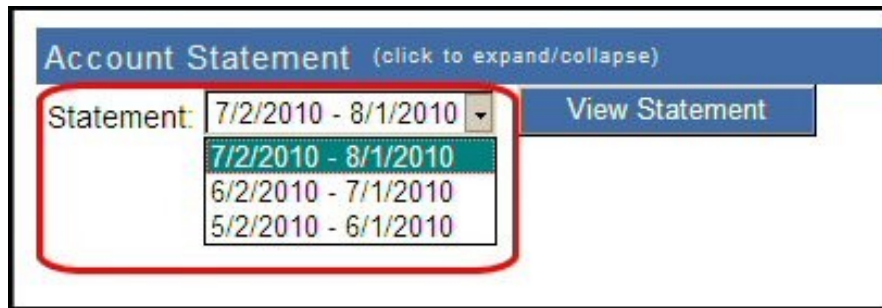
The search results will be displayed

Recent Account Activity (click to expand/collapse)

Fund: Tartan Cash Range: Last 14 Days Search

Date	Type	Account	Location	Amount
08/12/2010 12:24:05	Charge Return	Tartan Cash	EQtrac PopUp - 1	\$ 0.15
08/12/2010 12:23:55	Charge	Tartan Cash	EQtrac PopUp - 1	\$ -0.15
08/12/2010 12:17:47	Charge Return	Tartan Cash	EQtrac PopUp - 1	\$ 0.15
08/12/2010 12:17:31	Charge	Tartan Cash	EQtrac PopUp - 1	\$ -0.15
08/12/2010 11:17:09	Charge Return	Tartan Cash	EQtrac PopUp - 1	\$ 0.15
08/12/2010 11:17:00	Charge	Tartan Cash	EQtrac PopUp - 1	\$ -0.15
08/12/2010 10:53:37	Charge Return	Tartan Cash	EQtrac PopUp - 1	\$ 0.15
08/12/2010 10:53:28	Charge	Tartan Cash	EQtrac PopUp - 1	\$ -0.15
08/12/2010 10:52:51	Charge Return	Tartan Cash	EQtrac PopUp - 1	\$ 0.15
08/12/2010 10:52:41	Charge	Tartan Cash	EQtrac PopUp - 1	\$ -0.15

6. Under **Account Statement**, click the down arrow next to **Statement** to select a statement period and then click on **View Statement**



This screenshot shows the 'Account Activity Statement' page. At the top, there are tabs for 'View Statement' and 'Print Statement', with 'Print Statement' highlighted. The main content area contains the following information:

Card Office Contact: Sinclair Community College
 Tartan Card
 444 W. Third St.
 Dayton, OH 45402
 US
 937-512-3000
 tartancard@sinclair.edu

Cardholder Name: Cheryl Stewart
Statement Period: 7/2/2010 - 8/1/2010

Fund	Beginning Balance	Ending Balance
Tartan Cash	\$ 0.67	\$ 0.67

Below the table, there are columns for 'Date', 'Type', 'Account', 'Location', and 'Amount'.

The statement results will be displayed.

You can also print a statement after viewing it by clicking on the **Print Statement tab**

A separate browser window will open and you must **right-click in this window** and select **Print** to print the statement

7. To make a deposit to your Tartan card, click on the **Card Deposit** tab

Enter the necessary info and click on the **Make Deposit** button to complete the transaction. Items marked with a red asterisk are required fields

NOTE: The verification code is the 3-digit number on the back of your credit card.

My Accounts **Card Deposit** My Profile

Make a Deposit

Cardholder Information

First Name: Cheryl
Last Name: Stewart
Campus ID: 000000000
Account Status: Active

Deposit

Fund:* Tartan Cash
Amount (\$):*

Credit Card Information (as it appears on credit card)

Card Type:* Visa
Number:*
Expiration Month:* January
Expiration Year:* 2010
Verification Code:*

Credit Card Billing Information

Name:*
Address:*
City:*
State:* Alaska
ZIP/Postal Code:*

* Required field

Make Deposit Cancel Deposit

8. Click on the **My Profile tab** to view your profile and make any changes to it.

Be sure to click on the **Update Profile button** if you make any profile changes.

The screenshot displays a web interface with a blue header containing three tabs: 'My Accounts', 'Card Deposit', and 'My Profile'. The 'My Profile' tab is highlighted with a red box. Below the header, the page title is 'My Profile'. The main content area is divided into two sections: 'Cardholder Information' and 'Notifications'. In the 'Cardholder Information' section, the following details are listed: First Name: Cheryl, Last Name: Stewart, Campus ID: 000000000, and Email: cheryl.stewart@sinclair.ed. The email field is highlighted with a red box. The 'Notifications' section contains two checked checkboxes: 'Email confirmation when I make a deposit' and 'Email when someone makes a deposit to my account'. Both checkboxes and their corresponding text are highlighted with a red box. At the bottom of the form, there is a blue button labeled 'Update Profile', which is also highlighted with a red box.

Cardholder Information	
First Name:	Cheryl
Last Name:	Stewart
Campus ID:	000000000
Email:	cheryl.stewart@sinclair.ed

Notifications	
<input checked="" type="checkbox"/>	Email confirmation when I make a deposit
<input checked="" type="checkbox"/>	Email when someone makes a deposit to my account

[Update Profile](#)

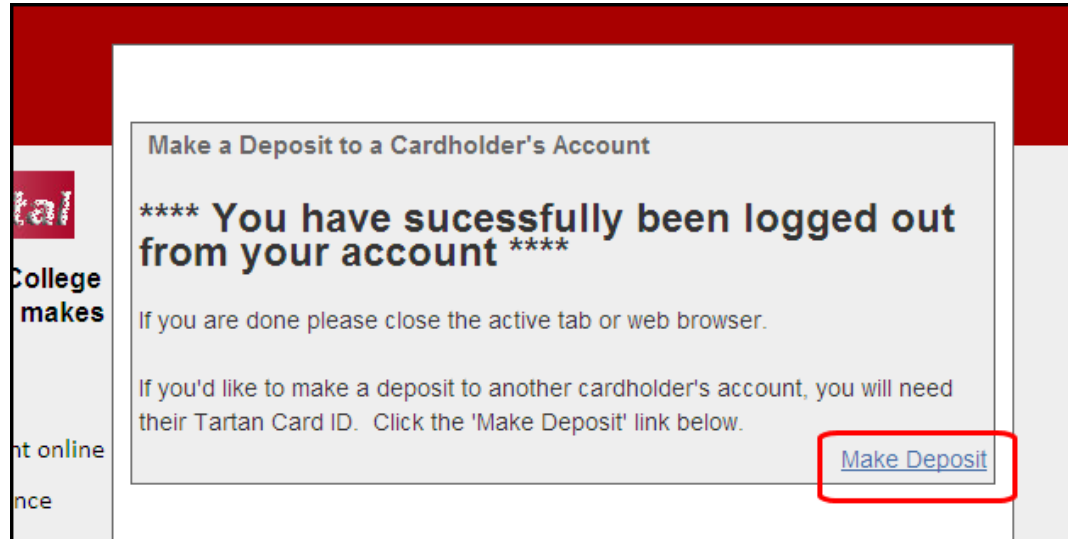
NOTE: The email notifications are selected by default. You will need to uncheck them if you do not wish to receive the email notifications.

NOTE: The Tartan Card Portal times out after ten minutes of inactivity.

9. Be sure to sign out of the Tartan Card Portal when you are finished!



10. **NOTE:** After you sign out, you will see the screen below. If you click on the **Make Deposit** link, you can also make deposits to another cardholder's account. If you do not want to make a deposit here, click on the X in the top right of the window to close it.



11. Enter the card holder's **nine digit Tartan ID number in the Campus ID field** and hit enter or click on **Lookup Cardholder**

Make a Deposit to a Cardholder's Account

To deposit money to a Tartan Cardholder's account, you must have their 9-digit Tartan ID number.

Minimum deposit is \$10.00.

When finished with deposits, close the process by clicking the red X box in the upper right corner of the screen.

Cardholder Information

Campus ID:*

* Required field

Lookup Cardholder

12. Enter all the required fields and hit Enter

NOTE: The minimum deposit is \$10.00

13. When you are finished making a deposit, you see a message confirming the successful deposit and you will be returned to the Make a Deposit to a Cardholder's Account page

If you entered a confirmation email, a message confirming the deposit will be sent to that email address.

If you click on Cancel, you will be returned to the Make a Deposit to a Cardholder's Account page

The screenshot shows a web form titled "Make a Deposit to a Cardholder's Account". It includes instructions and a minimum deposit notice. The form is divided into several sections: "Deposit Recipient" with fields for Cardholder Name (filled with "Stewart, Cheryl"), Fund (filled with "Tartan Cash"), and Amount (\$); "Credit Card Information (as it appears on credit card)" with fields for Card Type (filled with "Visa"), Number, Expiration Month (filled with "January"), Expiration Year (filled with "2010"), and Verification Code; "Credit Card Billing Information" with fields for Name, Address, City, State (filled with "Alaska"), and ZIP/Postal Code; and "Successful Deposit Confirmation Email (Optional)" with an "Email for Confirmation" field. A legend indicates that an asterisk (*) denotes a required field. At the bottom, there are two buttons: "Make Deposit" (highlighted with a red box) and "Cancel Deposit".

14. You should close your browser when you are finished.

Click on the X in the top right of the browser window to close it.



For assistance with the Tartan Card portal, contact the IT Help Desk at 937-512-HELP (4357) or at helpdesk@sinclair.edu