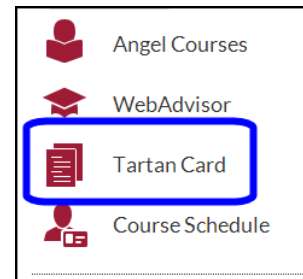# Tartan Card Portal Instructions

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**

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

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: All   Range: Last 7 Days   Search

Account Statement (click to expand/collapse)

Statement: 2/2/2011 - 3/1/2011   View Statement

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**

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

The search results will be displayed

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

4

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

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

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:*	

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

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.

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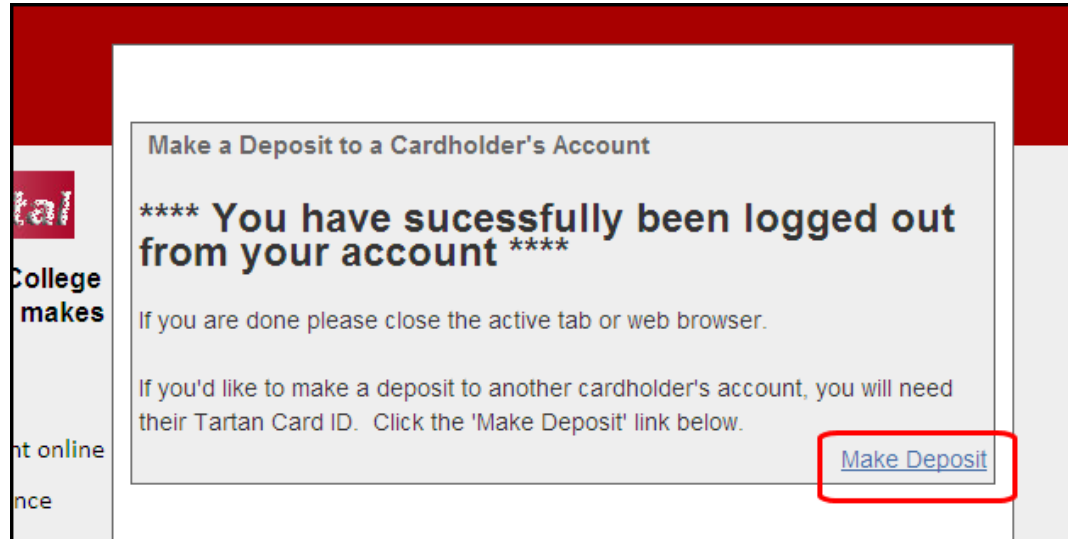
11. Enter the card holder's **nine digit Tartan ID number in the Campus ID field** and hit enter or click on **Lookup Cardholder**

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

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.

Deposit Recipient
Cardholder Name:*   Stewart, Cheryl
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:*

Successful Deposit Confirmation Email (Optional)
Email for Confirmation:

* Required field

Make Deposit   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