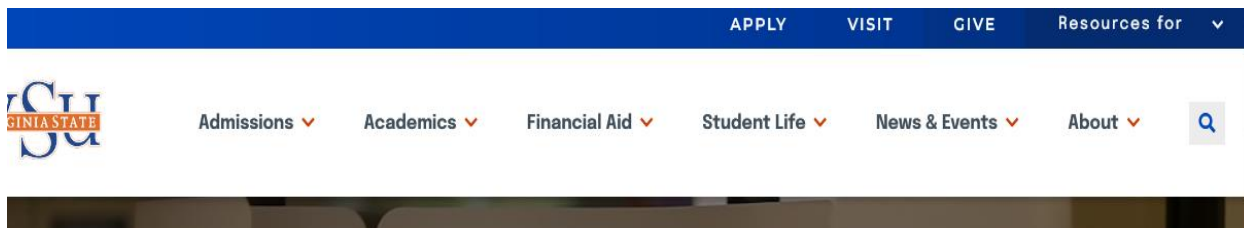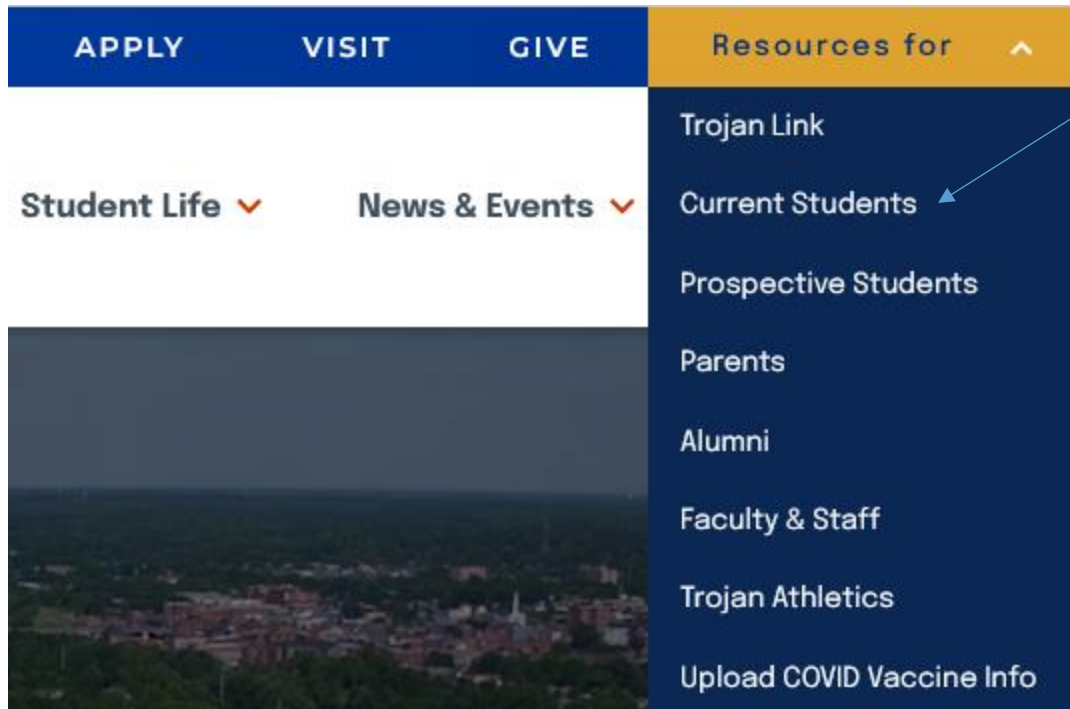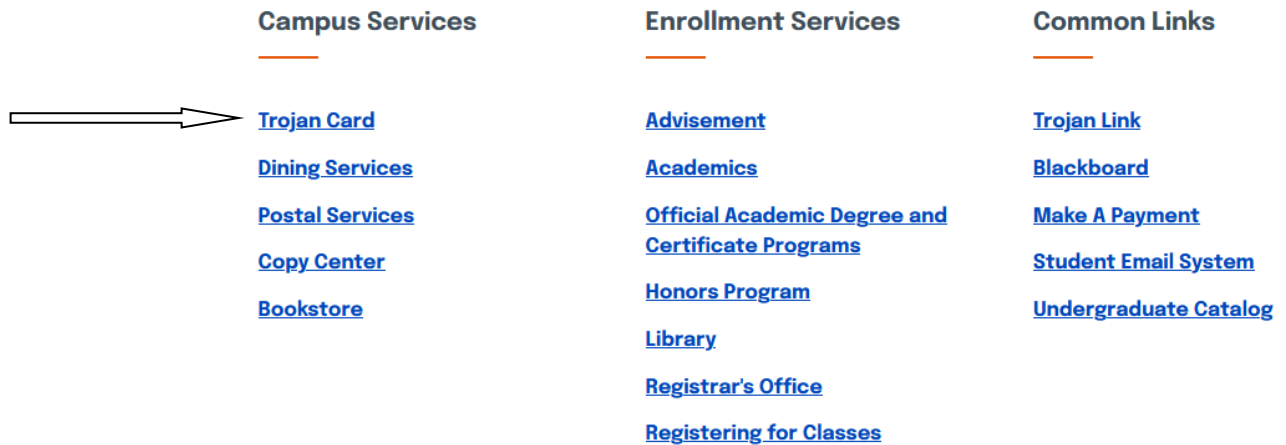**TROJANCARD**
ONLINE DEPOSIT INSTRUCTIONS

1. Deposits can be confirmed and/or verified by accessing the accounts online. For Online access, visit the Trojan Card Link on the VSU webpage, or go to www.trojancard.vsu.edu. Funds can also be confirmed at any TCD machine, located throughout the campus. When accessing your account on the VSU webpage, go to the University's webpage and click on "Resources for" (see graphic below) and select "Current Students." Then scroll down until you see Campus Services.

APPLY   VISIT   GIVE   Resources for ^

Trojan Link

Student Life ˅   News & Events ˅   Current Students

Prospective Students

Parents

Alumni

Faculty & Staff

Trojan Athletics

Upload COVID Vaccine Info

2. Under Campus Services, click on the first link "Trojan Card." You've now entered the TrojanCard World.

Campus Services

Trojan Card
Dining Services
Postal Services
Copy Center
Bookstore

Enrollment Services

Advisement
Academics
Official Academic Degree and Certificate Programs
Honors Program
Library
Registrar's Office
Registering for Classes

Common Links

Trojan Link
Blackboard
Make A Payment
Student Email System
Undergraduate Catalog

3. Keep scrolling until you see the large caption "TROJAN CARD PHOTO SUBMISSION" (see below). Below the picture, you will notice in addition to depositing funds, the link allows you to view and manage your account information (i.e. Trojan dollar, bookvoucher, and flex dollar balances, along with meal plan

activity and balances). In addition, you will be able to upload photos and deactivate your lost/stolen cards.
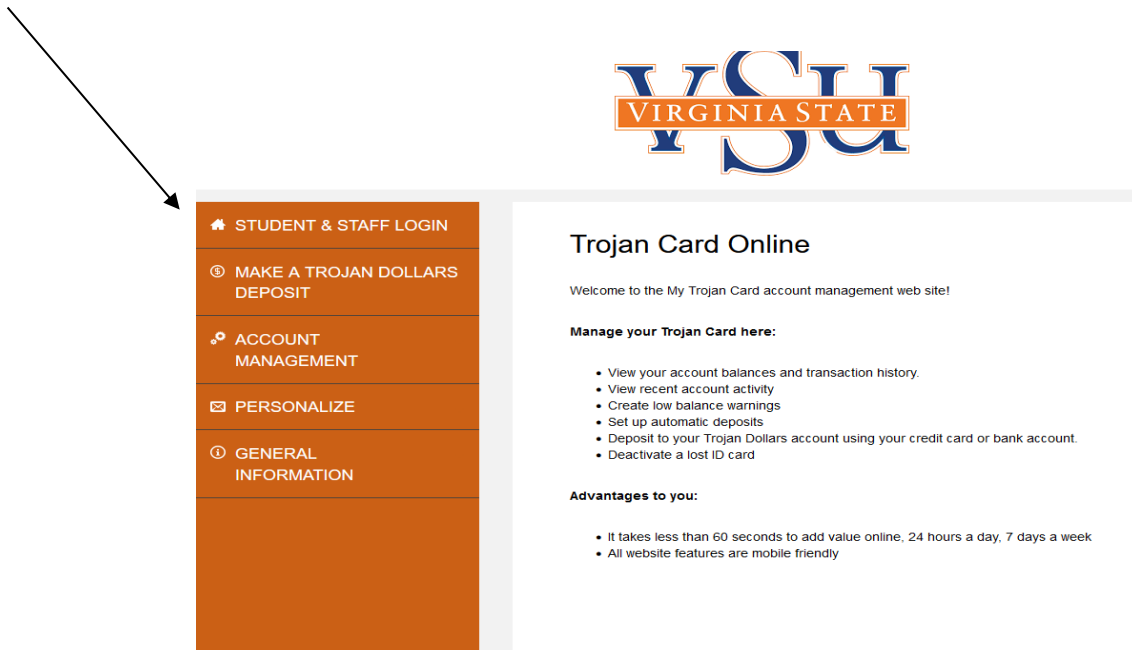

TrojanCard Photo Submission

Learn more on how to submit an online photo submission for your TrojanCard here today!

4. To open the portal, click on "Student & Staff Login." You will need to enter your unique University ID (without the @students.vsu.edu) and password.

VSU
VIRGINIA STATE

| ⌂ STUDENT & STAFF LOGIN |
| ⑤ MAKE A TROJAN DOLLARS DEPOSIT |
| ⚹ ACCOUNT MANAGEMENT |
| ✉ PERSONALIZE |
| ⓘ GENERAL INFORMATION |

Trojan Card Online

Welcome to the My Trojan Card account management web site!

Manage your Trojan Card here:

- View your account balances and transaction history.
- View recent account activity
- Create low balance warnings
- Set up automatic deposits
- Deposit to your Trojan Dollars account using your credit card or bank account.
- Deactivate a lost ID card

Advantages to you:

- It takes less than 60 seconds to add value online, 24 hours a day, 7 days a week
- All website features are mobile friendly

5. When you login, the following information appears. Accessing this site also allows you to check all of your card balances (Trojan Dollars, Flex Dollars, Bookvoucher and meal plan (see example below).
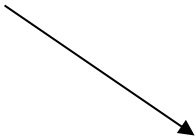
Balances and Recent Transactions

Trojan Dollars

Date/Time	Description	Amount
3/01/2022 11:30AM	**Current balance**	**5.00**
2/21/2022 12:46PM	Deposit	5.00 5.00

view more

6. To make a deposit, click on "Make a Trojan Dollars Deposit," and follow the steps as indicated.

Trojan Dollars Deposit

Using this form you can add value to your Trojan Dollars accouont.

We accept the following credit cards:

*Please note: You will be redirected to a secure processor to comp

MAKE A TROJAN DOLLARS DEPOSIT

ACCOUNT MANAGEMENT

PERSONALIZE

GENERAL INFORMATION

LOG OUT

Account

Trojan Dollars

Amount

Select Amount

Email

Mail receipt to?

☐ Save payment information

☐ Enable automatic deposits

CONTINUE TO PAYMENT

7. To make a "Guest Deposit" parents only need to click on "Make a Deposit" icon. They will need to know your "V" number and your University email address (for receipt purposes only).

MAKE A TROJAN DOLLARS DEPOSIT

ACCOUNT MANAGEMENT

PERSONALIZE

GENERAL INFORMATION

LOG OUT

Trojan Dollars Deposit

Using this form you can add value to your Trojan Dollars accouont.

We accept the following credit cards:

*Please note: You will be redirected to a secure processor to complete your billing and payment informat

To Account

ID Number

Account

Trojan Dollars

Amount

Select Amount ▼

Email

Mail receipt to?

CONTINUE TO PAYMENT

8. By clicking on the "Account Management" Icon, you will be able to see all activity related to Bookvoucher, Flex Dollar, Trojan Dollar and Meal Plan expenditures, returns, balance, etc., for the last 6 months (and click on the drop-down box to select item). The incumbent in the exercise below only had a Trojan Dollar assignment, therefore no other records are available. You will also be able to "Deactivate and/or Reactivate" your Lost or Stolen TrojanCard.

9. Photo Submission Requirements (Jared – please insert link)

10. To upload a photo, click on the "PERSONALIZE" icon, and follow the instructions as outlined (see diagram below). When the icon opens, you will be able to set your account for "automatic deposits, low balance warnings, to request money, to upload photos and for a virtual photo." The information for all actions is extremely easy to follow. Before uploading your photo, follow the link for acceptable formats.
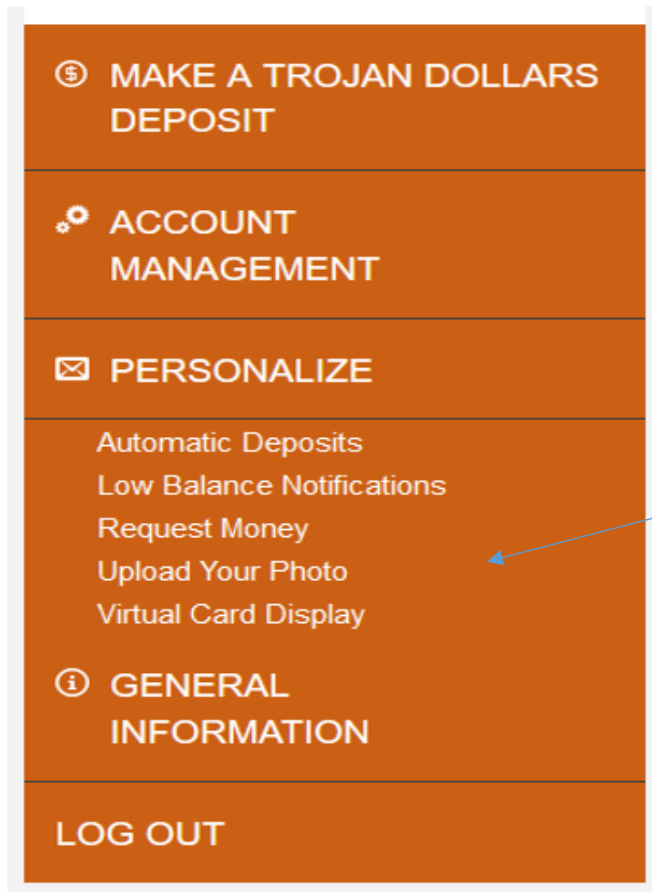
11. Before uploading your photo, please visit the link above (in Item #10) for acceptable photo formats. Once you understand the requirements, follow the instructions outlined below:

Proof of Identity

Students and staff must upload a valid, government-issued photo ID in order to obtain a Campus Card. **Your ID will be encrypted and stored on a secure server. Once your photo is reviewed, your ID will be deleted from storage.**
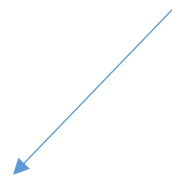
Acceptable forms of ID include:
Driver's License
State Identification Card
Passport/Visa
Permanent Residence Card

ID Type

Driver's License	▲

Government-issued ID Image File: (Front)

CHOOSE FILE

UPLOAD GOVERNMENT-ISSUED ID