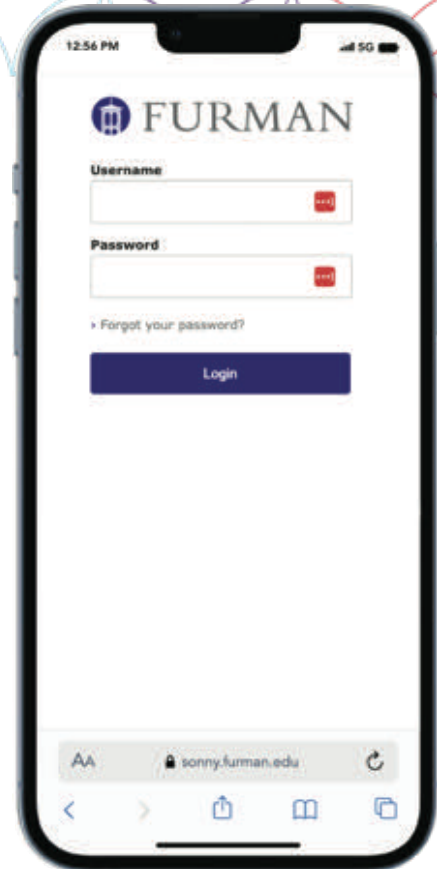
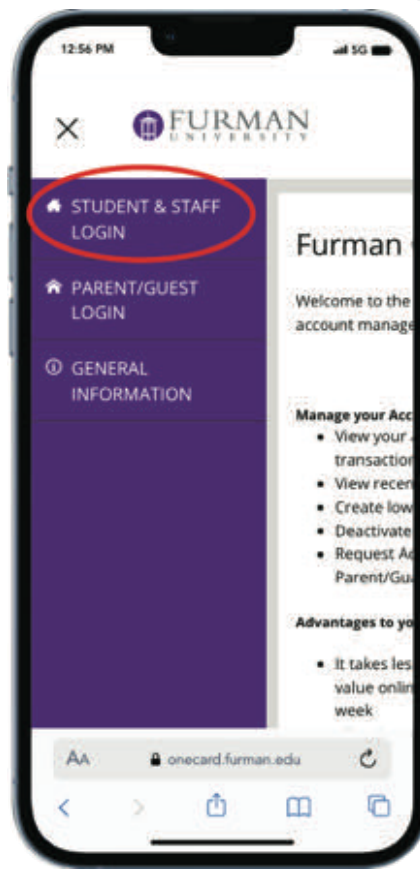
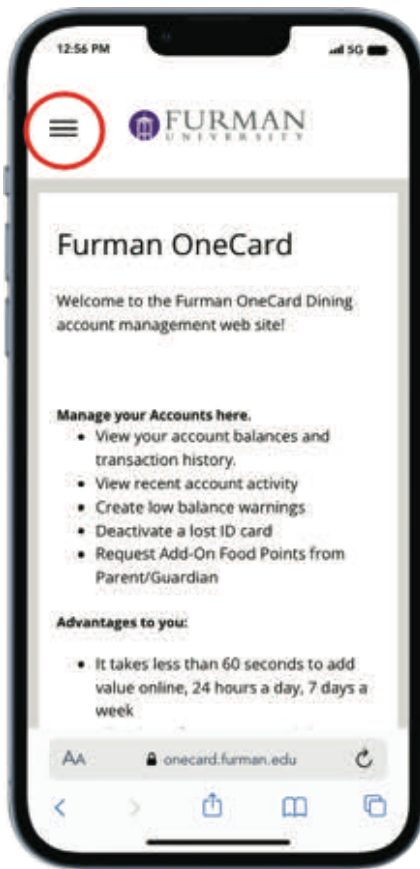


LOG IN

To login to the Furman OneCard Portal, you will need to visit <https://onecard.furman.edu>

Once there, click on the menu icon in the top left corner of the screen, then select **STUDENT & STAFF LOGIN**.

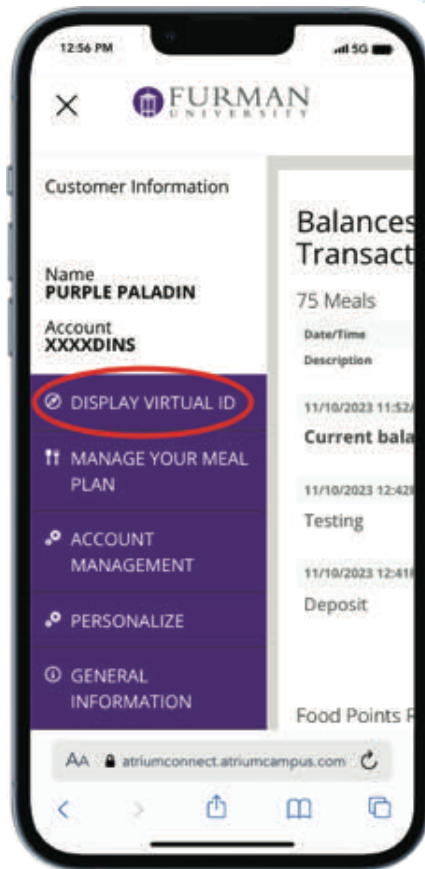
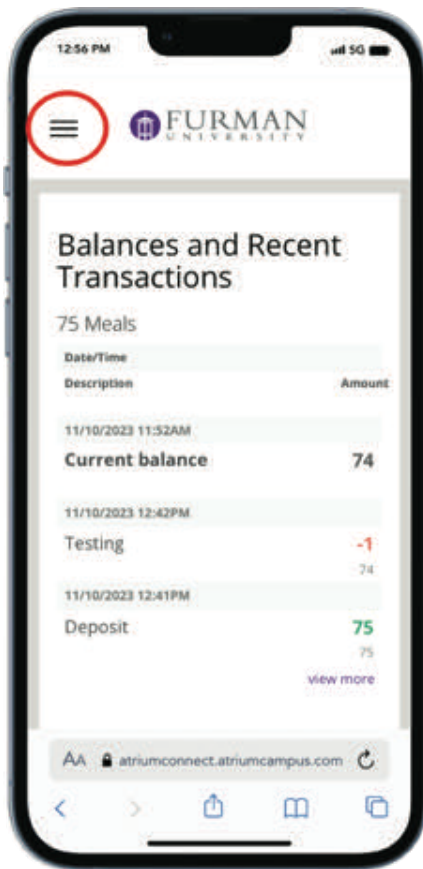
Log in using your Furman credentials.



VIRTUAL PALACARD

From the landing page, you will tap the hamburger in the top left corner of the page. This will expand the sliding menu.

Next, simply tap **“DISPLAY VIRTUAL ID”**



HOW TO ADD A HOMEPAGE SHORTCUT FOR IOS DEVICES

Visit <https://onecard.furman.edu> in Safari web browser

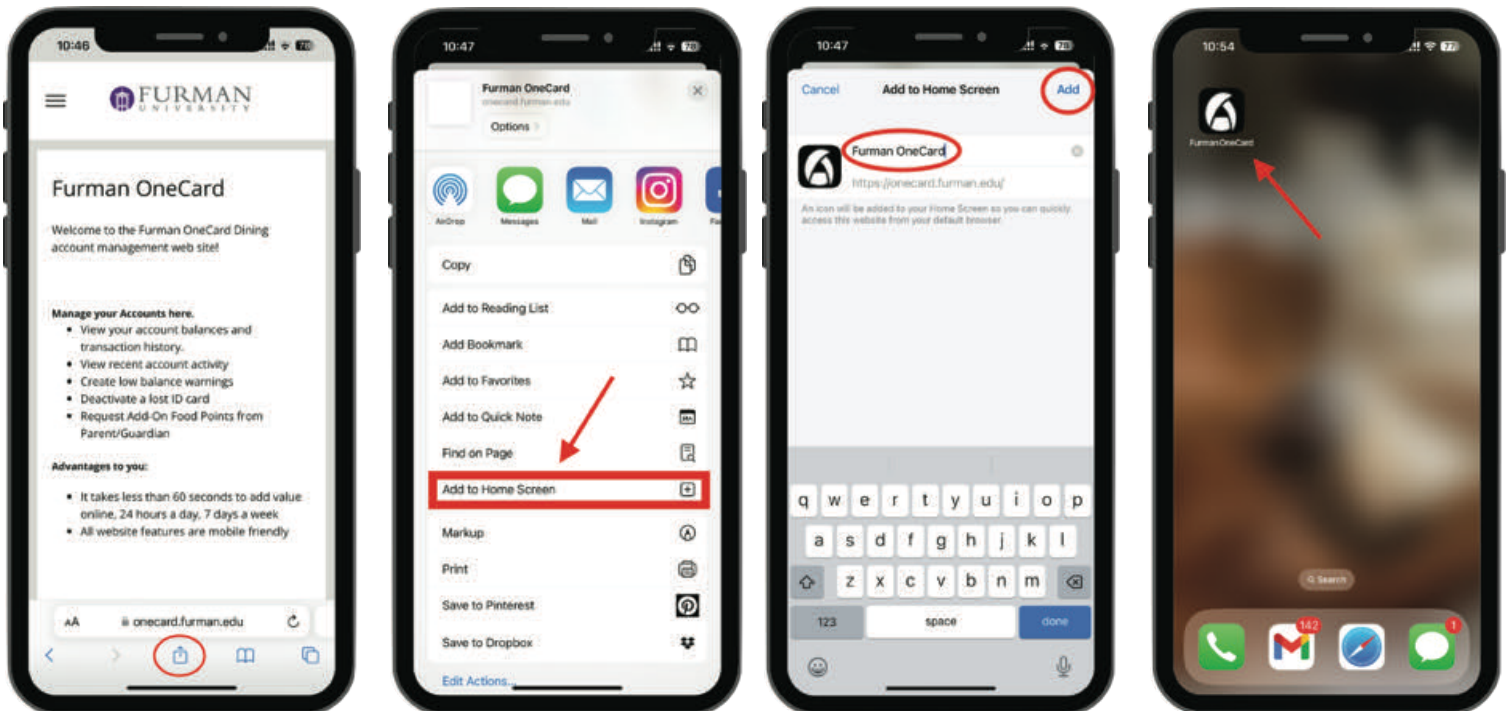
Tap the **“Share”** icon (the square with an arrow pointing out of it) at the bottom of the screen

Tap **“Add to Home Screen”**

Type a name for your shortcut. This will be the title that appears beneath its icon on your Home screen.

Tap **“Add”** in the top-right corner of the screen.

Your new "web app" will appear in the next available space on your device's Home screen. To move it like you would any other app, tap and hold its icon, then tap **“Edit Home Screen”**, and you'll be able to drag it to your desired location. When you've placed it where you want it, tap **“Done”**

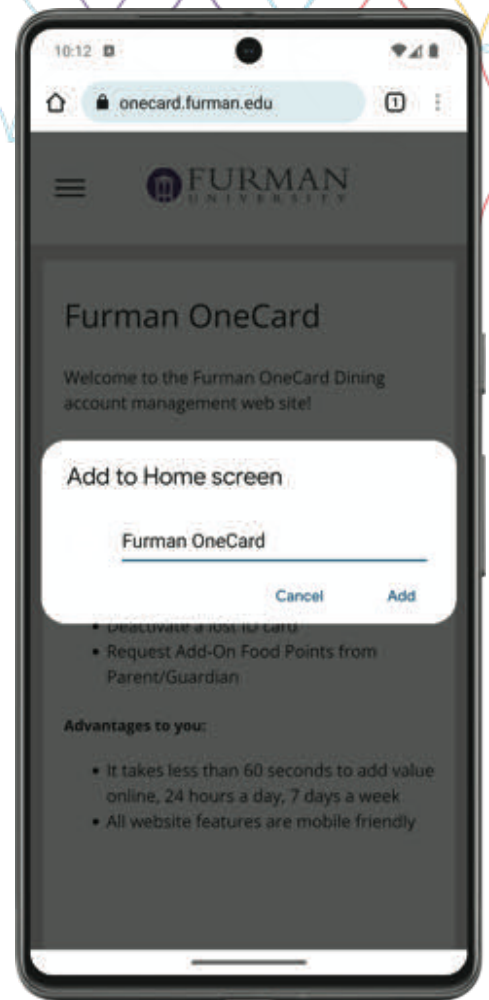
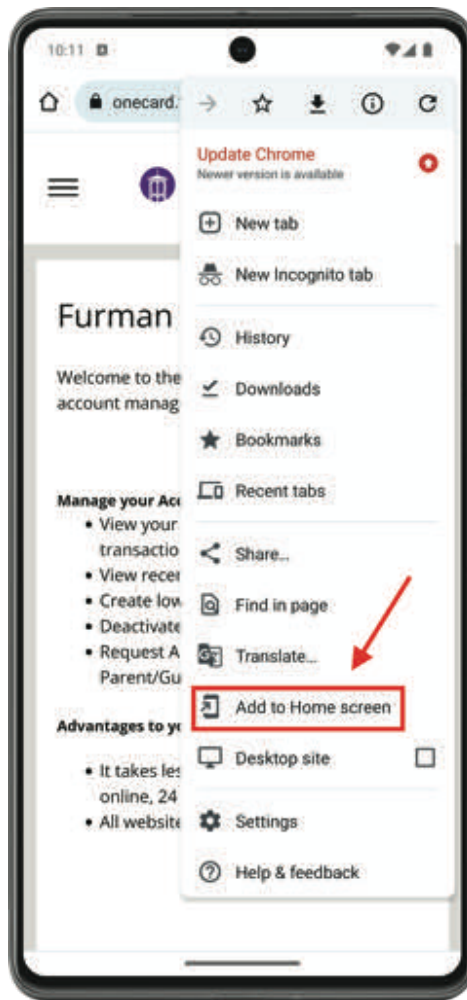
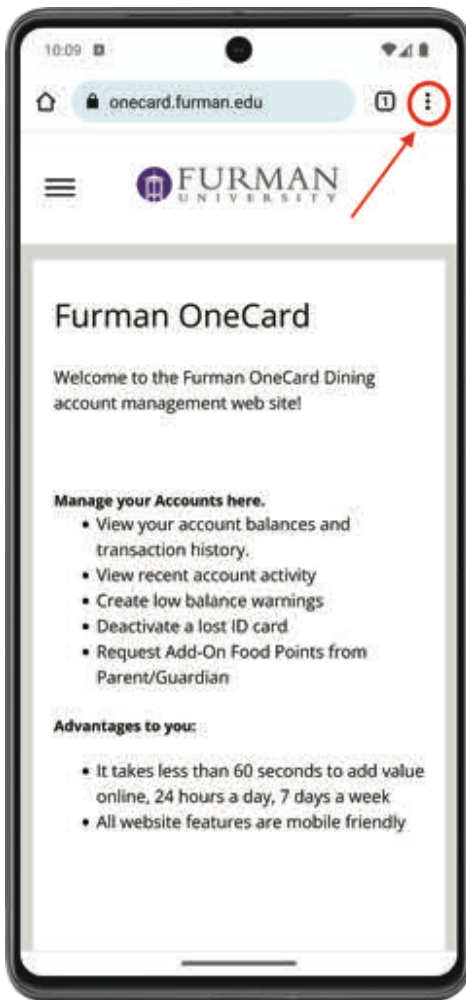


HOW TO ADD A HOMEPAGE SHORTCUT FOR ANDROID DEVICES

Visit <https://onecard.furman.edu> in Chrome web browser

Tap the three-dot menu icon in the top right

Select **"Add to Home Screen"** from the menu



HOW TO ADD A HOMEPAGE SHORTCUT FOR ANDROID DEVICES

If desired, edit the name for the home screen shortcut and tap **"Add"**

A pop-up from your home screen launcher will appear, and you can tap and hold to drag the icon to the home screen, or automatically add it by tapping **"Add to Home Screen"**

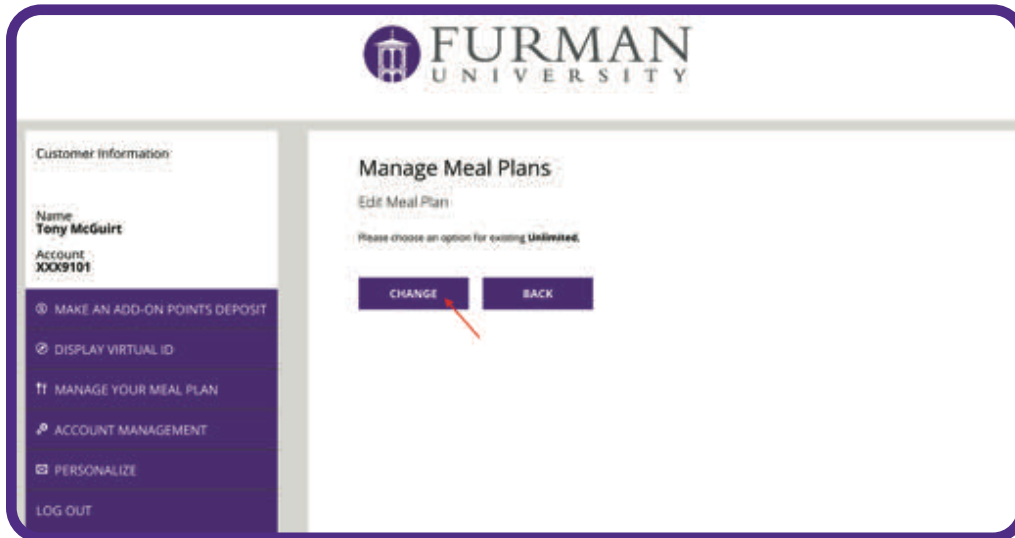


HOW TO CHANGE YOUR MEAL PLAN

If you have a meal plan currently assigned to you and would like to change plans, you can do so if you are eligible. Just as before, you will select “**MANAGE YOUR MEAL PLAN**”, then the appropriate semester. Then you will see a screen that displays your current plan and balances. Here you will click on “**MANAGE**”.



Next, select “**CHANGE**”.



Then you will see a list of plans available to you based on their eligibility. From this list, you will select the plan you wish to change to then click “**CONTINUE**”.

The screenshot shows the Furman University website interface for selecting a meal plan. On the left, a sidebar contains the following menu items: MAKE AN ADD-ON POINTS DEPOSIT, DISPLAY VIRTUAL ID, MANAGE YOUR MEAL PLAN, ACCOUNT MANAGEMENT, PERSONALIZE, and LOG OUT. The main content area is titled 'Please select an option:' and lists four meal plans: 190 Plan, 100 Plan, 110 Plan, and 75 Plan. The 75 Plan is selected, indicated by a blue radio button and a red circle around it. Below the list are two buttons: CONTINUE and BACK. The Furman University logo is at the top.

Next you will see a confirmation screen. Here you will see the details of what plan you are changing from/to, the refund you will receive for the old plan, and the charge you will receive for the new plan. You have the option to select your payment type, then you will click “**CONFIRM**”.

The screenshot shows the Furman University website interface for confirming a meal plan change. On the left, the same sidebar menu is visible. The main content area is titled 'Select Confirm to complete transaction:' and displays the following details: Customer Name: Tony McGillivray, Transaction Detail: Unlimited to 75 Plan, Refund: \$3387.00, and Charge: \$1580.00. Below this, there is a 'Payment Type' dropdown menu with 'Meal Plan Purchase via Student Bill' selected. At the bottom are two buttons: CONFIRM and BACK. The CONFIRM button is highlighted with a red arrow. The Furman University logo is at the top.



After confirming your desired change, you will see a confirmation receipt. This screen will again display the details of the transaction, refund, and charge. From here you have the option to “**PRINT**” the receipt for your records or return “**HOME**” to the “**Balances and Recent Transactions**” landing page.



The screenshot shows a web interface for Furman University. At the top center is the Furman University logo, which consists of a circular emblem with a building facade and the text "FURMAN UNIVERSITY" to its right. Below the logo, the page is divided into two main sections. On the left is a vertical sidebar with a dark purple background and white text. It is titled "Customer Information" and lists the following details: Name: Tony McGuirt, and Account: XXX9101. Below this information are several menu items, each with a small icon: "MAKE AN ADD-ON POINTS DEPOSIT", "DISPLAY VIRTUAL ID", "MANAGE YOUR MEAL PLAN", "ACCOUNT MANAGEMENT", "PERSONALIZE", and "LOG OUT". The main content area on the right displays transaction details. It includes a Reference number (1698349858-415-1446), Customer Name (Tony McGuirt), and Transaction Detail (Charged Unlimited to 75 Plan). A red rectangular box highlights the Refund (\$3387.00) and Charge (\$1580.00) amounts. Below these details, the Payment Type is listed as "Meal Plan Purchase via Student Bill". At the bottom of this section are two purple buttons with white text: "PRINT" and "HOME".



HOW TO DEPOSIT ADD-ON POINTS

If you are on the main landing page, you can simply click on the **“MAKE AN ADD-ON POINTS DEPOSIT”** hot button in the left hand menu.



You can also access the deposit screen by expanding the **“ACCOUNT MANAGEMENT”** menu item and clicking on **“Make a Deposit”**.



Following either of the previous two options will direct you to this screen. Here is where you will select the desired amount for their deposit, where to email the receipt, select payment method with an option to save that payment method for future deposits, and an option to enable automatic deposits based on parameters you set. Once the options have been selected accordingly, you will click **“CONTINUE”** to be directed to your secure payment processing system to complete the transaction.

FURMAN UNIVERSITY

Customer Information

Name: Tony McQuirt
Account: XXXX101

MAKE AN ADD-ON POINTS DEPOSIT
DISPLAY VIRTUAL ID
MANAGE YOUR MEAL PLAN
ACCOUNT MANAGEMENT
PERSONALIZE
LOG OUT

Add-On Points Deposit via Credit Card

Using this form you can add credit to your ADD-ON POINTS.

We accept the following credit cards:

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

Address: [Redacted]

City: [Redacted]

State: [Redacted]

Save payment information

Select Payment Method: [Redacted]

Payment methods enabled for this account: [View Settings](#)

Enable automatic deposits

CONTINUE TO PAYMENT

If you would like to enable Low Balance Notifications, you can expand the **“PERSONALIZE”** menu item and click on **“LOW BALANCE NOTIFICATIONS”**.

FURMAN UNIVERSITY

Customer Information

Name: Tony McQuirt
Account: XXXX101

MAKE AN ADD-ON POINTS DEPOSIT
DISPLAY VIRTUAL ID
MANAGE YOUR MEAL PLAN
ACCOUNT MANAGEMENT
PERSONALIZE
Low Balance Notifications
Request Money
Virtual Card Display
LOG OUT

Balances and Recent Transactions

75 Meals

Date/Time	Description	Amount
10/30/2023 00:00AM	Current balance	60
10/30/2023 00:00AM	Deposit	60
		view more

Food Points

Date/Time	Description	Amount
10/30/2023 00:00AM	Current balance	450.00
10/30/2023 00:00AM	Deposit	450.00
10/30/2023 00:00AM	Withdrawal	-350.00
10/30/2023 00:00AM	Deposit	350.00
		view more



You will be directed to this screen where they will select the “**Add On Points Minimum**” checkbox, enter your desired minimum balance to trigger the notification, set an end date (such as the midterm or end of semester), then enter email address(es) you would like the notification to be sent to.

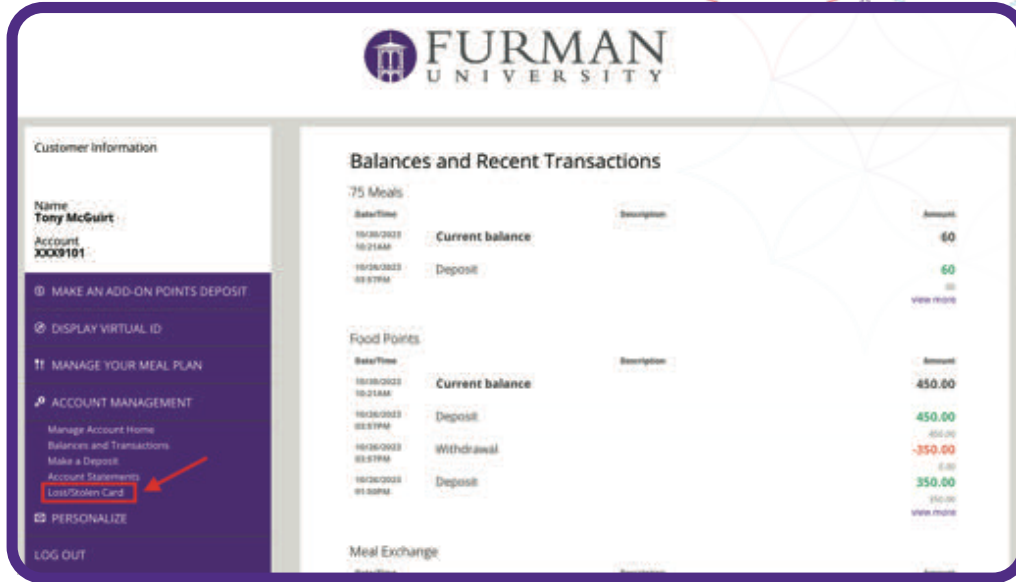
The screenshot displays the Furman University website interface for setting a low balance warning. On the left is a dark purple sidebar with white text for navigation: 'Customer Information', 'Name: Tracy McGehee', 'Account: 30009101', and a list of menu items including 'MAKE AN ADD-ON POINTS DEPOSIT', 'DISPLAY VIRTUAL ID', 'MANAGE YOUR MEAL PLAN', 'ACCOUNT MANAGEMENT', 'PERSONALIZE', and 'LOG OUT'. The main content area is titled 'Low Balance Warning' and includes the text: 'Notify someone when your balance gets low. We can notify you, or someone you have designated, when your balance falls below a certain level. Use this page to establish the minimum balance you want to maintain. We'll send out the notifications established by you when the minimum is reached.' Below this text are several form fields: a checked checkbox for 'Add On Points Minimum' (circled in red), a text input for 'Enter minimum balance', an 'End Date' section with a calendar icon and a date input field, and three email address input fields, each preceded by a star icon and a checkbox. At the bottom of the form is a dark purple 'SAVE' button, which is pointed to by a red arrow.



HOW TO REPORT A LOST OR STOLEN CARD

If your physical campus card has been lost or stolen, you can easily report the card, which will deactivate the physical card's ability to be used at dining services locations for meal plan purchases.

Expand the “**ACCOUNT MANAGEMENT**” menu item, then click on “**Lost/Stolen Card**”.



Upon clicking “**Lost/Stolen Card**”, you will be directed to this screen. This indicates that the card has been deactivated. If you find your card and would like to reactivate it, you will need to click “**ACTIVATE**”.

