

REGISTERING AND USING THE UW-W "ONLINE HAWKCARD OFFICE"

The HawkCard Office has contracted with Blackboard, Inc., to bring you an "Online HawkCard Office," also known as "eAccounts." We hope you find it easy and convenient to use. Please follow the instructions below to setup and register your existing meal plan, dining dollars account, and/or Purple Point account.

1. Using your computer's browser, click the link "Deposit With Credit/Debit Card" on the left side of the HawkCard web site or go directly to <https://hawkcard-sp.blackboard.com/eaccounts/>
2. Click the link "Register"
3. Fill out all boxes in the top section labeled "Sign In Information." **The HawkCard Office encourages you to use your campus NetID as your username** but it's not a requirement. You may use another username if you like.
 - Create a password for eAccounts. It will need to be changed every 90 days.
4. Your First/Given Name, Middle Name, and Last/Family name must be filled in as printed on your HawkCard. Fill in as much or as little of the rest of the Personal Information section as you want.
5. Click the "Continue" button at the bottom.
6. Review the information about you on the next web page. Click "Back" if you need to edit anything. Click "Continue" if everything is ok.
7. Go to your email account you listed in step 3 above.
8. Follow the instructions in the email from the web site. Click the link in the email.
9. The link in the email takes you back to the eAccounts web site, type in your email address used in step 3 above to verify.
10. Sign into eAccounts with your username and password created in step 3 above.
11. **VERY IMPORTANT**, complete the "**Transaction System Registration**" web page form. Either a popup window will appear requesting your campus ID number or you can click "Profile," then click "Transaction System Registration."
 - For your UW-W ID number, use the 7-digit UW-W ID number in the middle of the ID number printed on your HawkCard. Do not include the 603285 from the beginning or the very last 2 digits on the far right.
 - Your First/Given Name, Middle Name, and Last/Family name must be filled in as printed on your HawkCard.
 - Click Register.
12. Click "Account Summary" to see your accounts and their balances.
13. Contact the HawkCard Office if you have any questions or issues with the new web site

We hope this helps you manage your Purple Points, Dining Dollars, and meal plans at UW-W.

iOS app link:
<https://itunes.apple.com/us/app/blackboard-transact-mobile/id559541502?mt=8>



Android app link:
<https://play.google.com/store/apps/details?id=com.blackboard.transact.android>



If you have a smartphone you may want to consider adding the free app to allow you access to this same site but in an easy-to-read format on your phone. The find the app, search for "eAccounts" at either the iTunes store or the Google Play store.

