

HOW TO ADD GetIt POINTS

**THE COLLEGE OF NEW JERSEY
THE OFFICE OF STUDENT ACCOUNTS**

WHAT ARE GET-IT POINTS?

For additional information on how the meal plan operates, please visit
<http://housing.tcnj.edu>.

- * Get It points act as a debit based form of payment within your student's TCNJ ID card. They can NOT withdraw from this card.
- * Students or parents can add currency which translates into Get It points. Get-It points are a dollar for a dollar value.
- * Get It points are accepted at on campus dining locations (NOT Campus Town), TCNJ Barnes and Noble Bookstore, and for library printing.
- * Your student's TCNJ meal plan is separate from his or her Get It points.

HOW TO ADD POINTS TO YOUR STUDENT'S GET-IT CARD

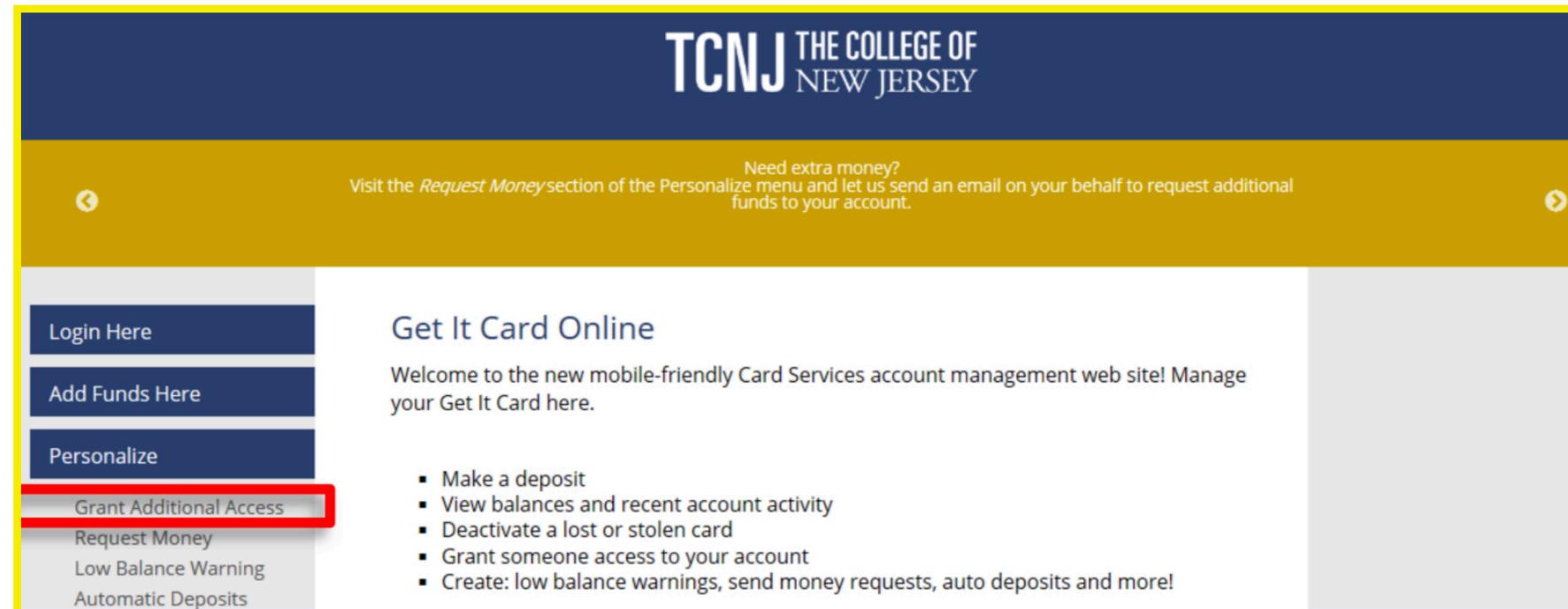
Be sure to know your student's 6-digit PAWS ID number!

You can make a deposit onto your student's Get-It card account in a number of ways:

- * Online Card Office via credit card (Visa, MasterCard, and Discover are all accepted).
- * In-person deposit at the Office of Student Accounts via cash, check, or credit card.

BEFORE ADDING POINTS

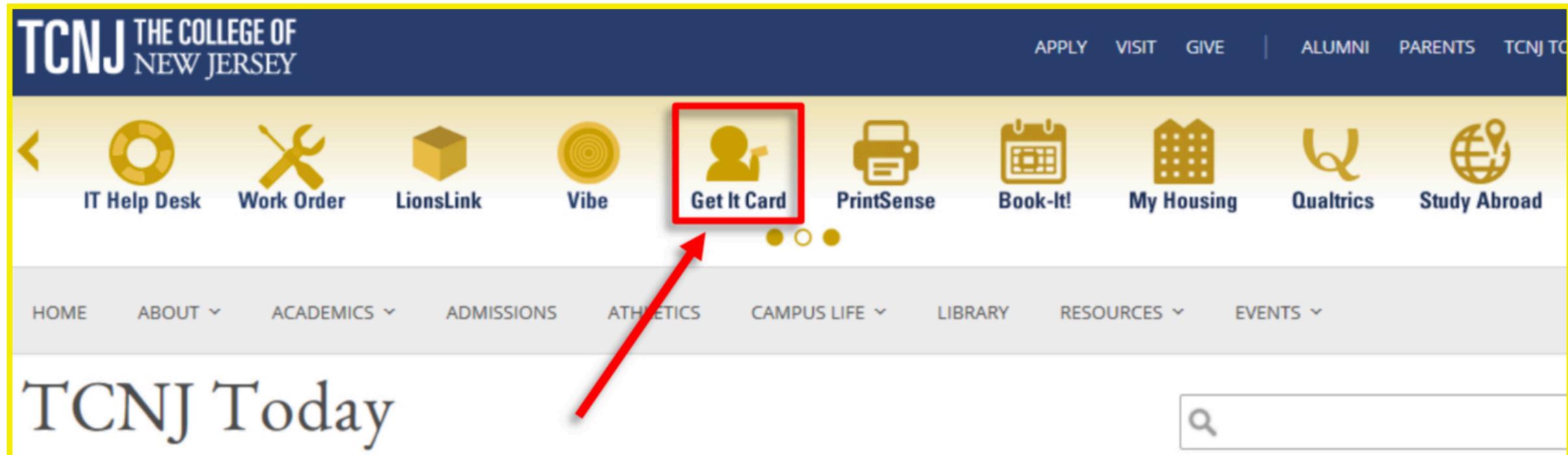
- * Your student MUST sign you up as a guest user before you will be able to login to the Online Card Office and add Get-It points.
- * They can do this by logging into the Online Card Office and selecting "Grant Additional Access" under the "Personalize" section.
- * This is NOT the same login information as your authorized user account.



HOW TO ADD POINTS TO YOUR STUDENT'S CARD - ONLINE

Step 1: Visit the TCNJ Today homepage at <https://today.tcnj.edu>

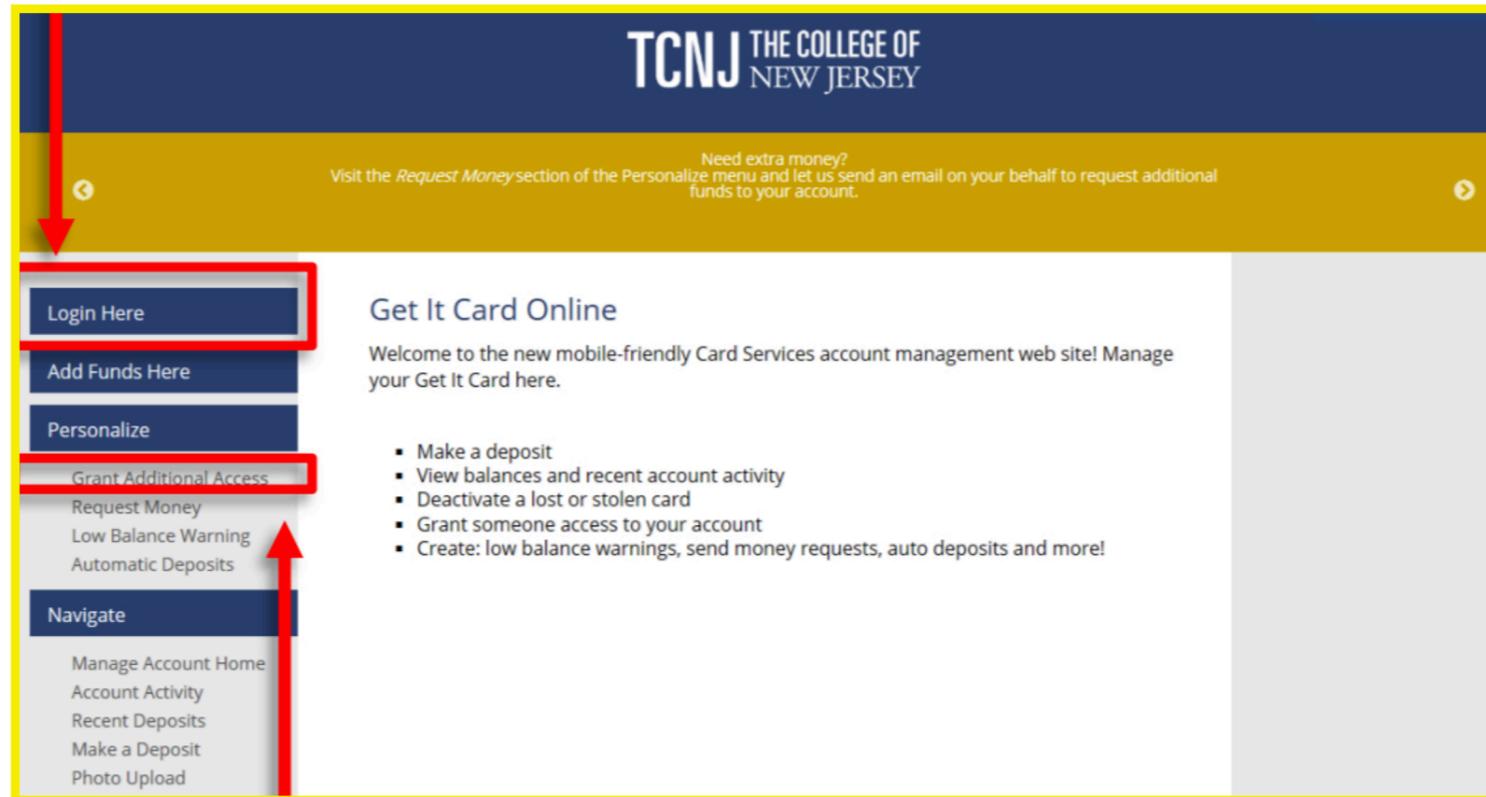
Step 2: Click on the Get-It Card icon in the top center of the second menu bar.



HOW TO ADD POINTS TO YOUR STUDENT'S CARD - ONLINE

Please note: In order to do this, your student needs to grant additional access and sign you up as a guest user (this can be done by the student logging in and granting additional access under the "Personalize" section).

Step 3: This will bring you to the Online Card Office where you will click "Login Here" and fill in the guest account email and password that was sent to your email.



HOW TO ADD POINTS TO YOUR STUDENT'S CARD - ONLINE

Step 4: To add points you will need to click on "Make a Deposit".

The screenshot displays the TCNJ student portal interface. At the top right, the logo for "TCNJ THE COLLEGE OF NEW JERSEY" is visible. Below the logo, a yellow banner contains the text "Schedule Low Balance Warnings" and "Visit the *Low Balance Warning* section of the Personalize menu to notify yourself or others when your balance is low." On the left side, there is a navigation menu with several sections: "Customer Information" (containing Name and Account), "Add Funds Here", "Personalize" (with options like Grant Additional Access, Request Money, Low Balance Warning, Lost/Stolen Card, Automatic Deposits, and Change Guest Password), "Navigate" (with options like Manage Account Home, Account Activity, Recent Deposits, **Make a Deposit**, and Photo Upload), and "Log Out". The "Make a Deposit" option is highlighted with a red box and a red arrow pointing to it from the right. The main content area shows two transaction tables. The first table, titled "GetIt", has columns for Date, Description, Amount, and Balance. It contains one entry: "3/31 02:19 PM" for "PaperCut - Charge" with an amount of "-1.10" and a balance of "11.58". Below this table, it shows "Current Balance: 11.58" and "Showing 1 to 1 of 1 entries". The second table, titled "Ala Carte", also has columns for Date, Description, Amount, and Balance. It shows "No data available in table" and "Current Balance: 0.00" with "Showing 0 to 0 of 0 entries".

HOW TO ADD POINTS TO YOUR STUDENT'S CARD - ONLINE

Step 5: Please input your debit/credit card information and the amount to be added to the student's Get-It card to complete the process. You may also use the Online Card office to view the student's current Get It balance, account activity, and recent deposits made to the card.

Deposit by Debit/Credit Card

Deposit by Debit/Credit Card

Add value to your GetIt account by Credit or Debit Card

Using this form you can add value to your TCNJ GetIt account and the funds will be available for immediate use.

Plan **GetIt** [?]

Amount \$20 \$100 \$500
 \$50 \$250
 Other

Email
Credit Card
Expiration (mm/yy)
First Name
Last Name
Postal Code
Country
 Save This Information
Save this information so that you will not have to enter it the next time you make a Deposit to this card. This information will be encrypted and available to you and your guest each time you make a Deposit.

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