

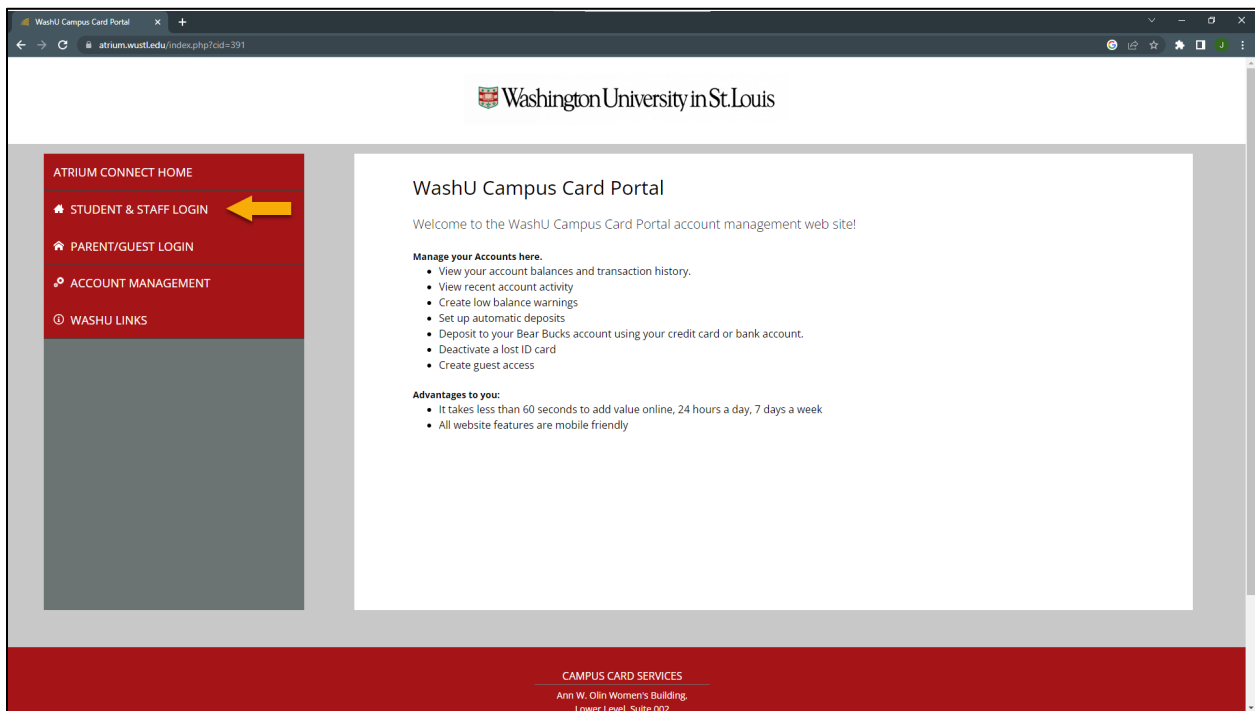
WashU Campus Card Portal (Bear Bucks) Quick Reference

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Login

Go to atrium.wustl.edu. Select **STUDENT & STAFF LOGIN** and log in using your WUSTL Key and Duo two-factor authentication.



Navigation

The screenshot shows the Atrium Connect interface for a user named Jack Blackboard. On the left is a navigation menu with options B through G. The main content area, labeled 'A', displays 'Balances and Recent Transactions' for the 'Bear Bucks' account. The table below shows a current balance of 0.00 and several recent transactions with their respective amounts.


Date/Time	Description	Amount
6/06/2023 11:45AM	Current balance	0.00
6/01/2023 11:59AM	Web Sales 2	-0.01
5/25/2023 02:56PM	Withdrawal	-3.83
5/25/2023 01:54PM	PaperCut Printing	0.01
5/25/2023 09:02AM	Bookstore 824	-0.04
5/24/2023 01:15PM	Concession18	3.84
		-0.51
		3.88
		-4.00
		4.39
		view more

- A. Atrium Connect home screen showing your transactions and balances for both Bear Bucks and Meal Points, if applicable
- B. Link back to Atrium Connect Home screen
- C. Deposit Bear Bucks with a credit card
- D. Charge Bear Bucks with a student account (unavailable for staff)
- E. Manage your account
- F. Links to pertinent WashU Sites
- G. Log out of Atrium Connect


Deposit Bear Bucks via Credit Card

1. Select **DEPOSIT BEAR BUCKS VIA CREDIT CARD** from the left-pane menu.
2. Use the **Amount** dropdown to select the amount you would like to add to your Bear Bucks account, enter your email address to receive your receipt, and select **CONTINUE TO PAYMENT**. (Note: You can select **Save payment information** so that you do not have to reenter it each time.)

Bear Bucks Deposit



card.wustl.edu

We accept the following credit cards: 

After clicking "Continue to Payment" below, you will be redirected to CyberSource, a PCI-compliant third-party payment processor. You will be directed back to Atrium Connect after completion of the transaction in CyberSource.

CyberSource cannot accept international credit or debit cards. A domestic card must be used to add funds online. Funds can still be added with an international card in-person at the Campus Card Office. We apologize for the inconvenience.

By clicking "Continue to Payment" below, you are agreeing to the Bear Bucks terms and conditions. Please follow the links below to view them:
[Faculty/Staff](#)
[Students](#)

Payment Type
Credit Card

Account
Bear Bucks

Amount
\$50

Email
jblackboard@wustl.edu

Save payment information

CONTINUE TO PAYMENT

- The next screen is the secure payment processor. Enter your billing information and payment details and select **Pay**.

The screenshot shows a payment processor interface. On the left, there are two main sections: 'Billing Information' and 'Payment Details'. The 'Billing Information' section contains several text input fields for 'First Name *', 'Last Name *', 'Address Line 1 *', 'City *', 'Zip/Postal Code *', and 'Phone Number *'. It also has dropdown menus for 'Country/Region *' (set to 'United States of America') and 'State/Province *' (set to 'Missouri'). An 'Email *' field is pre-filled with 'jblackboard@wustl.edu'. A '* Required field' label is positioned at the top right of this section. The 'Payment Details' section features radio buttons for 'Card Type *' with options for 'VISA Visa', 'Mastercard', 'AMEX Amex', and 'DISCOVER Discover'. Below this are fields for 'Card Number *', 'Expiration Month *' (with a 'Month' dropdown), and 'Expiration Year *' (with a 'Year' dropdown). A 'CVN *' field is also present, with a note: 'This code is a three or four digit number printed on the back or front of credit cards.' At the bottom of the form are 'Cancel' and 'Pay' buttons. A yellow arrow points to the 'Pay' button. On the right side of the interface, there is a 'Your Order' summary box with a green background for the 'Total amount' of '\$50.00' and a link for 'Change payment method'.

- You will then be redirected to the Atrium Homepage where you will see the transaction recorded and balance updated.

Charging Bear Bucks via Student Account*

**This option is only available for students.*

1. Select **CHARGE BEAR BUCKS VIA STUDENT ACCOUNT** from the left-pane menu.
2. Use the **Amount** dropdown to select the amount you would like to add to your Bear Bucks account, enter your email address to receive your receipt, and select **NEXT**. (NOTE: There is a \$1000 limit per semester.)

Bear Bucks Charge to Student Account

Terms and Conditions

Please view the Terms and Conditions of Bear Bucks for Students on the [Campus Card Services Website](#). By clicking Next below, you agree to these terms and conditions.

From
BB Charge to Student Acct (0.00)

To
Bear Bucks (0.00)

Amount
\$50

Email
jblackboard@wustl.edu

NEXT

3. A verification screen will appear. Here, you can select **COMPLETE** to finalize the charge to your student account or select **PREVIOUS** to make changes.

Verify Your Payment Information

By clicking complete you are accepting the terms and conditions.

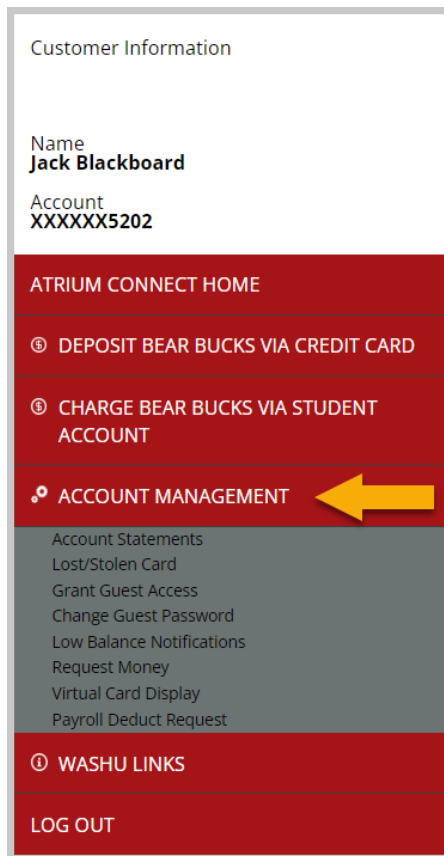
Transfer
From: BB Charge to Student Acct
To: Bear Bucks
Amount: \$50

PREVIOUS **COMPLETE**

- You will then be redirected to the Atrium Homepage where you will see the transaction recorded and balance updated.

Account Management

To manage your account, select **ACCOUNT MANAGEMENT** from the left-pane menu.



- Account Statements - View reports of Bear Bucks or meal point transactions. Monthly reports and 6-month reports are available.
- Lost/Stolen Card – Report your Bear Bucks card lost or stolen.
- Grant Guest Access – Give a parent or another person access to add funds to your account.
- Change Guest Password – Change the password for guest access.
- Low Balance Notifications – Set up notifications so that you know when your balance is low.
- Request Money - This option allows you to send a personalized link to a parent or another person to deposit money into a student account without full access.
- Virtual Card Display – Use the virtual ID card when you do not have the card with you (e.g., when it is lost or stolen).
- Payroll Deduct Request (staff and faculty only) – See the Payroll Deduct section below.

Payroll Deduct Request**

***This option is only available for staff and faculty.*

Enabling Payroll Deduct will allow staff and faculty cardholders to deduct purchases from their pay at the end of each payroll cycle.

To set up Payroll Deduct for Bear Bucks purchases,

1. Select **ACCOUNT MANAGEMENT**.
2. Then select **Payroll Deduct Request** from the left-pane menu.
3. Read the Terms and Conditions, and Initial in the **Electronic Acceptance** field to agree.
4. Select **SUBMIT**.

(Note: The account is assigned overnight and can be used the next day.)


Payroll Deduct Request


Indicate Acceptance of Terms and Conditions

Please view the Terms and Conditions of Bear Bucks for Faculty and Staff on the [Campus Card Services Website](#). By electronically signing your initials and accepting below, you agree to these terms and conditions.

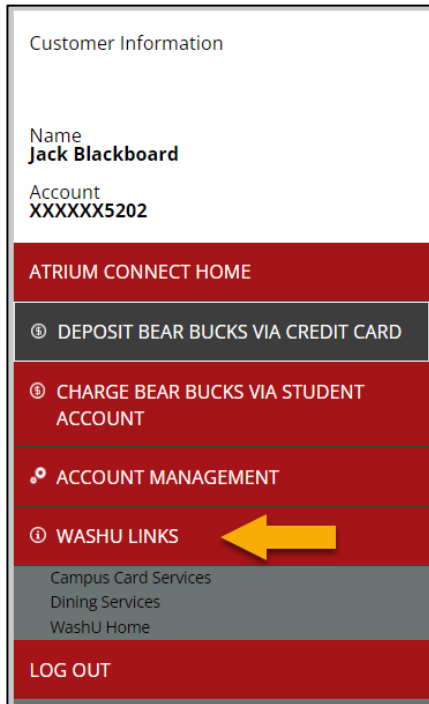
After submitting this form, your Bear Bucks account will update overnight and will be ready to use the following business day. If a faculty or staff member wishes to un-enroll from the program after submitting this form, they may do so by calling or emailing the Campus Card office at campuscard@wustl.edu or (314) 935-8800.

Electronic Acceptance

Initial Here 

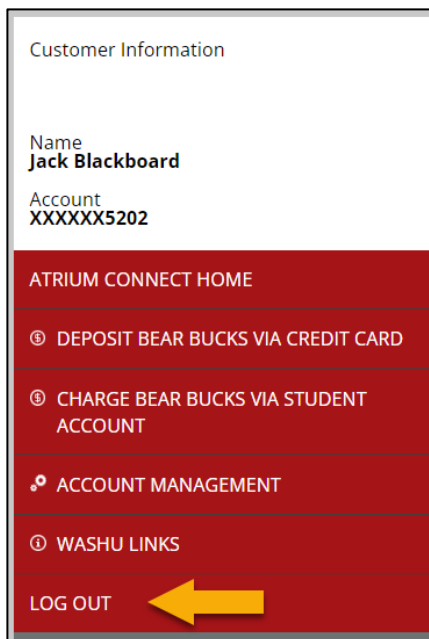
SUBMIT 

WashU Links



Select **WASHU LINKS** in the left-pane menu to find links to Campus Card Services, Dining Services, and the Washington University home page.

Log Out



Select **LOG OUT** to end your session with Atrium Connect.