

HOW TO:

AUTO RELOAD DOLPHIN1CARD

Conveniently manage your student's financial needs at school with one of our *auto reload* options. This timesaving feature enables you to automatically add value to your students Dolphin 1 Card account, on a schedule you create.

Before you can set up an *auto reload* schedule, your student must create a Guest User account for you. If you do not have one, please contact your student. Complete instructions for creating Guest User account can be found at www.judolphin1card.com/main/parents

The screenshot displays the MYJU Portal interface. The top navigation bar includes 'MYJU PORTAL', 'Employees', and 'Students'. The left sidebar contains a list of departments under the heading 'DEPARTMENTS', including Academic Advising, Academic Affairs, Academic Technology, Alumni Relations, Campus Activities, Campus Ministries, Campus Security, Career Resource Center, Controller's Office, Counseling, Disability Services (DSS), Employee Advisory Council (EAC), Finance & Administration, Financial Aid, Green Pages, Information Technology, Institutional Review Board, International Student Services, IRBNet - Innovative Solutions for Compliance and Research Management, JU Dolphin Media (Navigator), and Legal & Compliance. The main content area is titled 'APPLICATIONS' and lists various services such as URL, 25 Live - Scheduling Calendar, Argos Reporting, Assessment Management System, Blackboard LMS, Dolphin1 Card (highlighted with a red circle), Eforms - SoftData, Ellucian Colleague UI, Email - Outlook Mail and O365, IM Leagues - Intramural Sports, Interfolio - Review, Promotion and Tenure, Library - Carl S. Swisher Library, Qualtrics Research, Select Survey, Self Service Portal, StarFish - Case Management, Tutoring Appointments, and Writing Center Appointments. The right sidebar shows a list of available training and other resources, including Available Training, Employee Profile, Financial Information, Office of People & Culture, and Student services like Academic Profile, Available Training, Campus Security, Financial Aid, and Registration/Self-Service.



Dolphin 1Card – Your Campus Credentials

The Dolphin 1Card is the official identification card of Jacksonville University. Issued to all members of our community, it is required for identification, access to essential campus services, and offers a convenient account for making purchases on and off campus.

Your Dolphin 1Card is your key to:

Meal Plans – Swipe your card to access your meal plan at the Riverview Dining Hall.

Library - Check out materials at the JU Library.

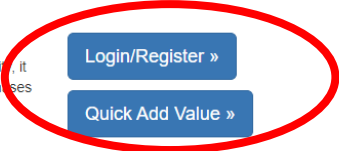
Door Access – Use your Card to access various buildings on campus.

Athletic Facilities – Present your Card to enter the Fitness Center and Pool.

On Campus Events – Present your Dolphin 1Card to attend campus events.

Dolphin Dollars – Make cashless purchases at locations on and off campus.

Your Dolphin 1Card is THE most important card that you will have at Jacksonville University – vital for accessing campus services. Please carry your card with you at all times.



Dolphin Dollars News

Manage your Dolphin Dollars budget by setting up an Auto Reload Schedule
[Learn how to set up a schedule](#)

Dolphin Dollars are accepted at many locations!
[View a Complete List of Accepting Locations](#)

Cardholder Account Center

Log In Cardholders and Authorized Guests Log In here. Usernames and Passwords are case sensitive. Username : <input type="text"/> <small>User Name or Card Number</small> Password : <input type="password"/> <small>Password must be greater than 5 characters</small> <input type="button" value="Login"/> [Forgot your username or password ?]	Register for Web Account Access It's quick and easy! And, you'll be able to view account activity, add value, set communications options, and MORE! Have your card handy to complete the registration. <input type="button" value="[Register Now]"/>
Give Money to a Cardholder using 'Quick Add Value' Add Value using a credit or debit card without logging in <input type="button" value="[Quick Add Value]"/>	

> [Switch To Mobile Friendly Web Site](#)

To set up an auto reload, follow the step-by-step instructions below.

You will first create a payment method and then establish the parameters of your *auto reload* schedule.

Creating your payment method

1. Visit www.judolphin1card.com, click on “Log in/Register” in the upper right corner of the screen.
2. Log in to your student’s account using your Guest Username and Password.

Creating your payment method

3. On the left menu, click “My Profile” and select “payment methods”.
4. On the page, under “My credit and debit cards”, click on “add new”.
5. On the page, under “My credit and debit cards-add”; complete the form and click submit

You will receive a “payment method added” confirmation message.



Establishing your Auto Reload Schedule

1. On the left menu, click “Auto Reload”
2. On the page, check the appropriate boxes to set up your parameters.
3. Select when to add value
 1. For low balance, enter the amount of the low balance
 2. For every week, select the day of the week
 3. For every month, select the day of the month

Establishing your Auto Reload Schedule

4. Select a payment method

5. Specify How Much/Amount by entering first which prepaid account you wish to add the funds to, then the amount to be added. Click “save”

Congratulations! You have successfully established an auto reload schedule.

6. On the left menu, click “logout”

If you have any questions, please contact the Dolphin 1 Card service center at [1-866-552-4240](tel:1-866-552-4240)

Monday-Friday between 8 am and 6pm EST or via email at mycard@judolphin1card.com