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

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

4. 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.)

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.
4. 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.)
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.