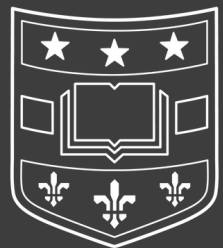


Bear Bucks for Parents/Guardians

Loading funds into your
students Bear Bucks account

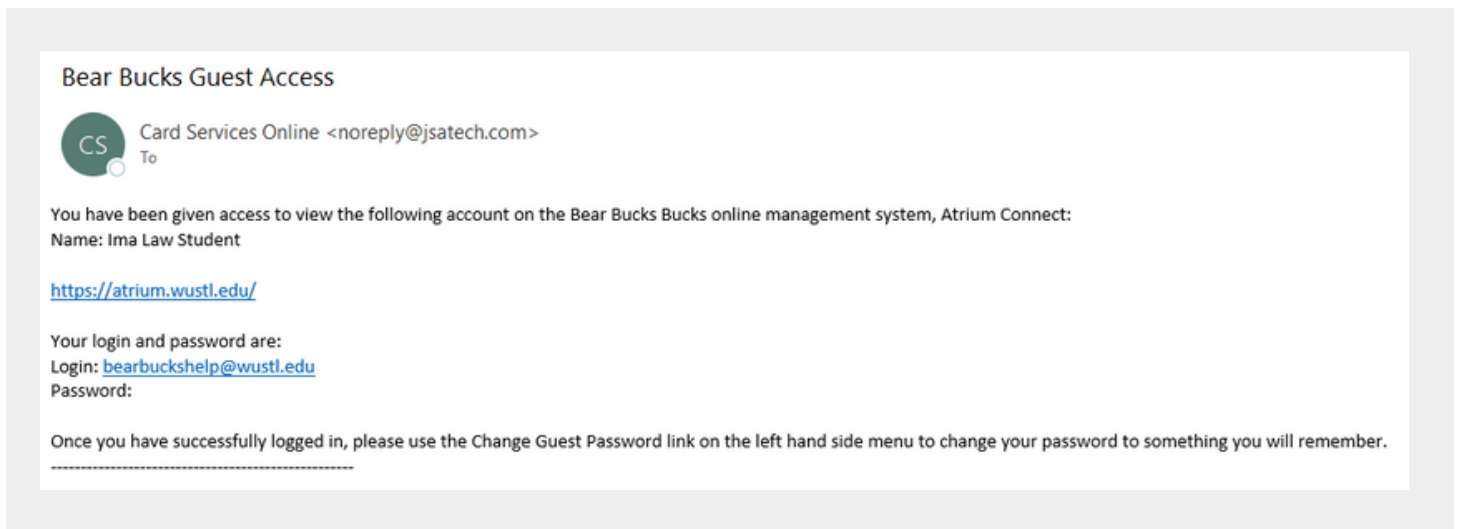


Accessing Your Account

1

Use the following steps to learn how to load funds into your students Bear Bucks account.

- Before you are able to load funds, your student will need to grant you access as an added user (see student guide).
- Once you have been added as a user, you will receive an email from noreply@jsatech.com with a username and password.
- Please allow up to 10 minutes for this email to arrive.

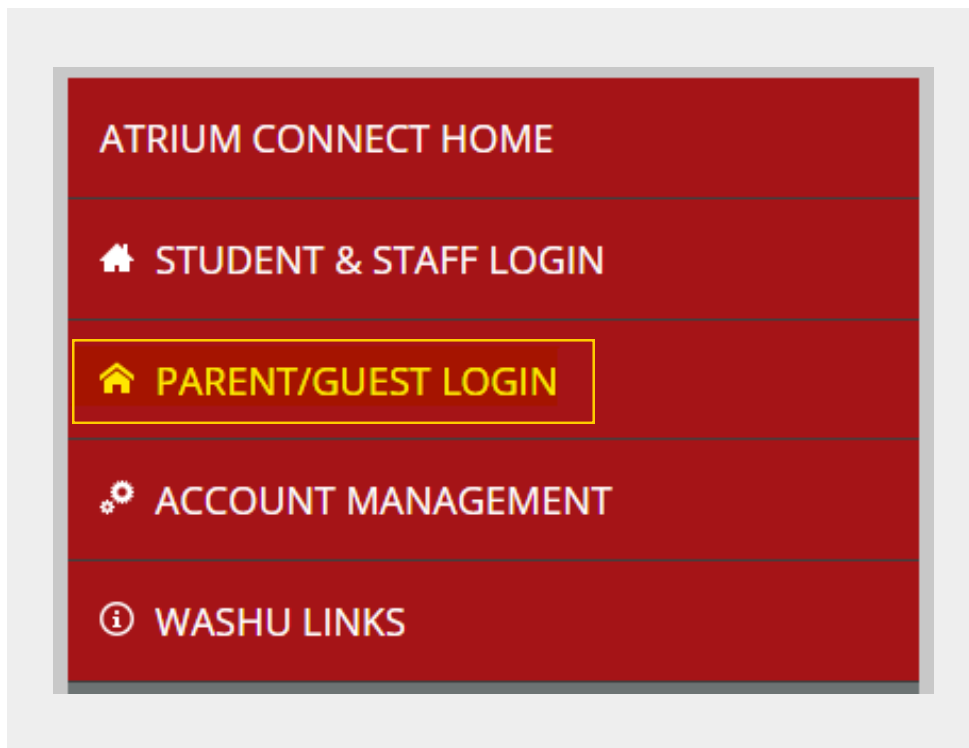


Sample screenshot of the email you will receive once your student has added your access.

Log in to your account

2

- > Log in to Atrium Connect using the “Parent/Guest Login” button.
- > Use the username and password provided in the email on page 1.

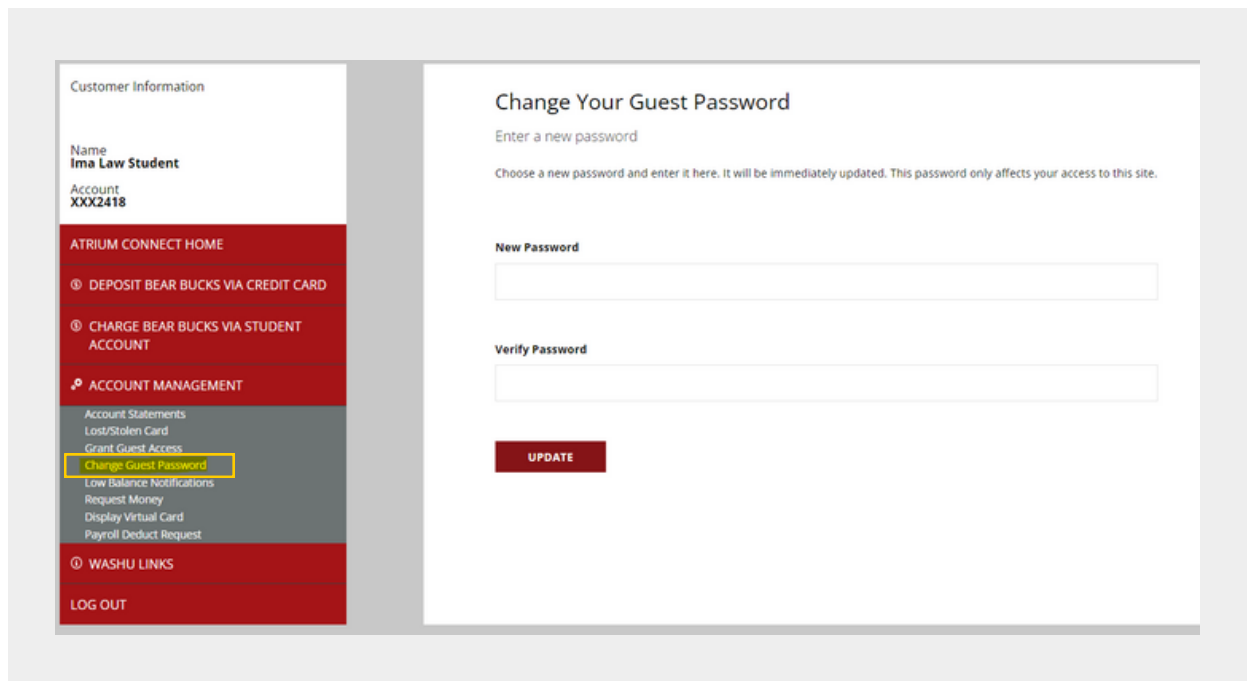


Screenshot of the "Parent/Guest Login" button highlighted in yellow.

Change your password

3

- Once you have successfully logged in, from the left hand menu, click on “Change Guest Password” under the Account Management tab.
- Next, change your password to something you will remember using the text fields to the right of the menu.



Screenshot of the left hand menu with "Change Guest Password" highlighted.

Access Complete

4



After changing your password, you should now have access to your student's Atrium Connect account.



— END —

Bear Bucks for Students

Granting Access to a
Parent/Guardian

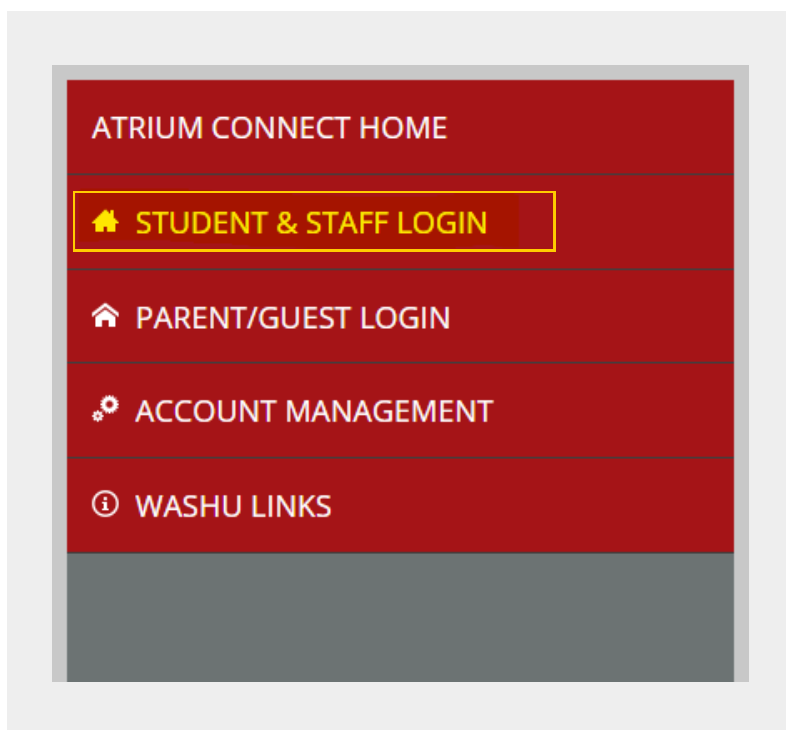


Log in to your account

1

Use the following steps to learn how to grant access to parent/guardian to your Bear Bucks account.

- Log in to Atrium Connect using the “Student & Staff Login” button.



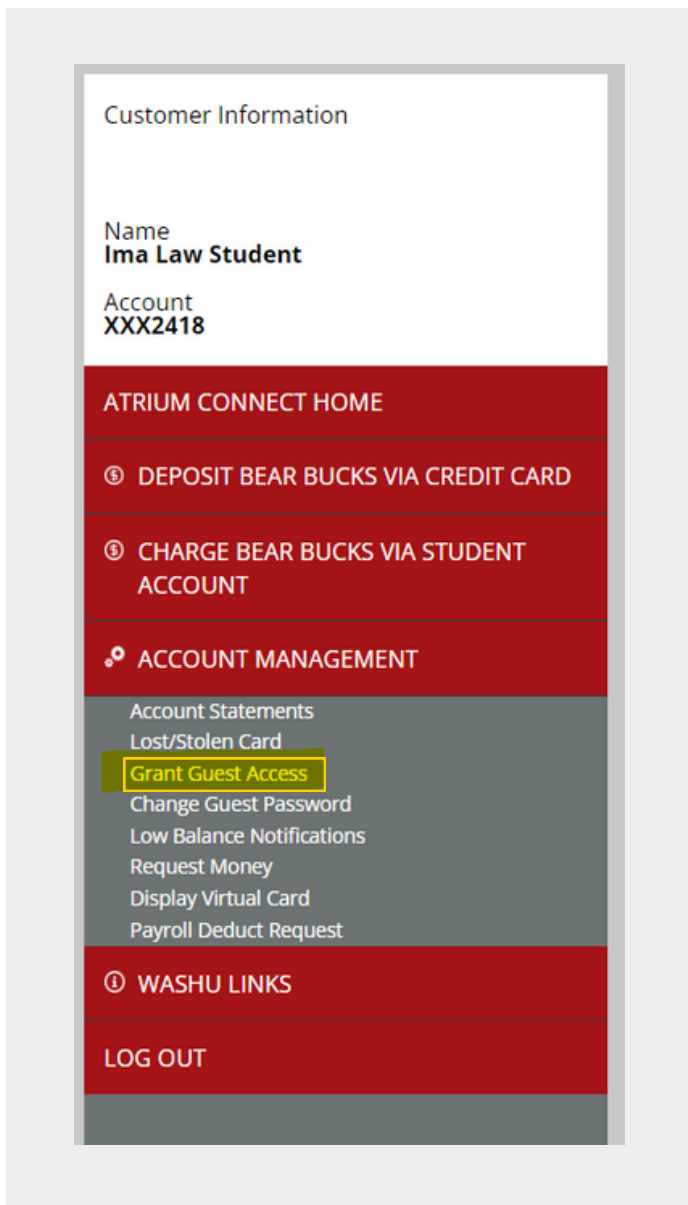
Screenshot of the "Student & Staff Login" button highlighted in yellow.

Grant Guest Access

2



Click on 'Grant Guest Access' under the Account Management tab from the left-hand menu



Screenshot of the "Grant Guest Access" button highlighted in yellow.

Select Guest Permissions 3

- > Enter your guest's email address and select what permissions and access they will have within your account.
- > Click 'Add' at the bottom of the page to confirm adding guest access.

Friend/Relative Access
Give friends and family access to your account

You can use this page to let your friends and family have access to your account. They will get their own password and access, so they can view your activity and make deposits without your assistance.

Enabled

Email Address
example@wustl.edu

- View Statement
- Low Balance
- Guest Access
- Request Money
- Lost Card
- View Balances
- Meal Plan Portal
- Photo Upload
- Virtual Card

ADD **CANCEL**

Screenshot of the selection menu with the "Add" button outlined in a yellow square.

