Your Mobile ID

Your Trojan Card…now on your phone!

Hardware Requirements

Getting Started

First Trojan Card - Photo Submission/Prep

Set-up for Apple Users
  Setting Up Mobile ID on iPhone or Apple Watch
  Using Mobile ID on Your Apple Device

Set-up for Android Users
  Setting Up Mobile ID on Android
  Using Mobile ID on Android

Using Your Mobile ID Around Campus

Frequently Asked Questions
  Accessing Your Account
  Setting Up Your Device
  Managing Your Account
  Securing Your Account
  Using Your Mobile ID

APPENDIX
  eAccount Mobile App Features
YOUR MOBILE ID

Your Trojan Card...now on your iPhone, Apple Watch and Android phones!

The new Trojan Card Mobile ID is available to all enrolled students and current employees. Tap your iPhone, Apple Watch or Android phone at readers across campus to conveniently access your Trojan Card. You’ll still have your physical card, and now you can add your Trojan Card either to one iPhone and one Apple Watch, or one Android phone. A complete list of services can be found at the end of this document.

<table>
<thead>
<tr>
<th>Mobile ID Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>iPhone</strong></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td><strong>Apple Watch</strong></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td><strong>Apple ID</strong></td>
</tr>
<tr>
<td><strong>Android Phone</strong></td>
</tr>
<tr>
<td><strong>eAccounts Mobile App</strong></td>
</tr>
</tbody>
</table>
Getting Started

Minimal set up is required to use your Mobile ID. Most users can begin using their Trojan Card on their phone in minutes. An approved photo is required.

Photo Submission/Preparation

1. Once you have received your Dakota State University Network Credentials, please submit your photo to be displayed on your Trojan Card:
   a) Please review our photo requirements: https://apps.dsu.edu/dsu-account/user/photo-tool.aspx
   1. Upload a photo for your Trojan Card Mobile ID: https://apps.dsu.edu/dsu-account/user/default.aspx Photos will generally be approved within 10 business days.
2. If you haven’t done so already, set up your account and multi-factor authentication login at https://apps.dsu.edu/dsu-account/login.aspx

Set-up for iPhone and Apple Watch Users

Setting Up Mobile ID on iPhone or Apple Watch

1. Download the Transact eAccounts Mobile app from the App Store to your phone.
2. Open Transact eAccounts. Click through the startup screens and tap Get Started.
3. Search for South Dakota then DSU Portal.
4. Enter your campus network credentials to authenticate your device. If you have not set up your campus network credentials, please see ‘Photo Submission/Preparation’ above. You will also need to have MFA setup to send a push to your device.
5. Once you have successfully authenticated in eAccounts, click the Add to Apple Wallet button to add your Trojan Card to Apple Wallet. You can add your Trojan Card to one iPhone and one Apple Watch.
   a) Click iPhone and continue through the prompts (Next, Agree to Terms & Conditions).
b) When the process is complete, the app will send a notification to verify your Trojan Card Mobile ID has been added to Wallet.

c) Tap **Done** in the upper right corner to return to the Home screen of the app.

d) You can now add your Apple Watch using the same process.

---

**Adding Your Mobile ID to Apple Wallet on a Second Device**

1. Repeat steps 1-5 to login to the Transact eAccounts Mobile App.
2. Ensure your second device is signed into the same iCloud account as the first device.
3. From the Campus ID screen in Transact eAccounts, tap the 📁 in the upper right corner of your Transact Mobile Credential display.
4. Tap **Add or Remove Campus ID from Wallet**.
5. Choose your **second device** to add your Transact Mobile Credential.
6. On the **Add Card to Wallet** screen, tap **Next** in the upper right corner.
7. Follow the onscreen instructions to complete adding your card.

---

**Using Mobile ID on Your iPhone**

Your iPhone or Apple Watch must be turned on, but it does not have to be connected to a network. For iPhones 6S, iPhone 6S Plus and later, Express Mode allows you to use your Trojan Card without unlocking the device with a passcode, Touch ID, or Face ID. Just tap your device against the reader to recognize your Trojan Card. On iPhone XS, XS Max, and XR Express Mode with power reserve is available for up to five hours after the device’s battery needs to be charged.

On an iPhone 6 and 6 Plus, you can use it by double-clicking the Home button, then tapping your default payment card and selecting your student ID. Rest your finger on Touch ID to authenticate and hold the top of iPhone 6 or 6 Plus near the contactless reader.
• To display your Trojan Card Mobile ID, open Apple Wallet and select your Trojan Card from your saved cards.

• To add funds to your accounts in the Transact eAccounts app, first save a payment method at the Transact eAccounts website at <URL for Transact eAccounts>.
  o Make a deposit via your desktop or mobile browser.
  o After completing the deposit, there will be an option to save your credit card information.
  o Once you have added the card information on the Transact eAccounts website, that card will be available in the Transact eAccounts app for future deposits. If you have already used Transact eAccounts to access your Mobile ID, you will need to sign out and back in to update the saved payment information.

Contact information for the Trojan Card Services Office is also available from the Trojan Card menu in the Apple Wallet.

Set-up for Android Users

Setting Up Mobile ID on Android

1. Enable NFC on your phone in your Settings menu. NFC settings can be found in different areas of the Settings menu, depending on your device. A common location is Connected Devices>Connection Settings. (If not found there, use the Search option on the top right to double check.)
2. Toggle the NFC setting to On.
3. Open Google Pay and make sure it is enabled as the default payment application. If the app prompts you to add a credit card, you can bypass that screen and return to the Google Pay home screen.
4. Download the Transact eAccounts Mobile app from the Google Play Store to your phone.
5. Open Transact eAccounts, click through the startup screens and tap Get Started.
6. Search for Dakota State University and click through to the Trojan Card login screen.

7. Enter your campus network credentials to authenticate your device. If you have not set up your campus network credentials, please see ‘Photo Submission/Preparation’ above. You will also need to have MFA set up to send a push to your device.

8. Once you have successfully authenticated in eAccounts, click the Add to Google Pay button to add your Trojan Card to Google Pay.
   a) Continue through the prompts (Next, Accept the Dakota State University Terms & Conditions).
   b) Next, Accept the Google Pay Terms of Service.
   c) The next screen will confirm that the ID has been added to Google Pay.

Using Mobile ID on Android

- You do not need to unlock your phone, but the screen must be awake to use your Trojan Card. Tap the power button to wake the screen and tap your phone against the reader. Note, the antenna location may vary by device, although it is often in the middle of the phone. As a result, you may have to adjust the orientation of your phone against the reader to have your mobile credential recognized.
- To display your Trojan Card, open the Transact eAccounts app and select the View in Google Pay icon.
- To add funds to your accounts in the Transact eAccounts app, first save a payment method at the Transact eAccounts website: https://sdeast-sp.transactcampus.com/DSU/AnonymousHome.aspx
  o Make a deposit via your desktop or mobile browser.
  o After completing the deposit, there will be an option to save your credit card information.
  o Once you have added the card information on the Transact eAccounts website, that card will be available in the Transact
eAccounts app for future deposits. If you have already used Transact eAccounts to access your Mobile ID, you will need to sign out and back in to update the saved payment information.

Contact information for the Trojan Card Services Office is also available from the Trojan Card menu in Google Pay.

**Using Your Mobile ID On and Around Campus**

**Where can I use my Trojan Card/ Trojan Silver** (last updated 5/27/2022)

- Door Access (Residence Halls and Academic Buildings)
- Laundry Rooms in Residence Halls
- Karl Mundt Library
- Off Campus Locations (Classic Corner Convenience, Dairy Queen, Pizza Ranch, Prime Time Tavern, Stadium Sports Grill, Sundog Coffee, The Office Bar and Grill, and Taste and See
- Trojan Zone
- On-campus point of sale (Marketplace, 8th Street Square, the Queue, On Campus Convenience Store, Concessions at games, Vending Machines, the Print Shop, and at organization fundraisers)
- Health Services Access
- Community Center Access
- Study Tables Attendance
- Student Activities

**Where can I NOT use my Trojan Silver?** (last updated 5/27/2022)

- Laundry rooms at the 2-1-2 House, Girton House, Van Eps Place, and the 8 Plex apartments
Frequently Asked Questions

I am not having success adding my Trojan Card to my device. Who can help me?

Contact the Card Services Office at: Help Desk of the Karl Mundt Library or by contacting Kim Wermers at Kim.Wermers@dsu.edu or (605) 256-5225

How do I change or recover my school login password?

Instructions can be found at https://support.dsu.edu/TDClient/1796/Portal/Home/

How do I activate and install the multi-factor authentication?

Instructions can be found at https://support.dsu.edu/TDClient/1796/Portal/Shared/Search/?c=all&s=mfa

Do I still need my physical Trojan Card?

We recommend you retain your physical Trojan Card in a secure location as a back-up should you lose a device.

Can I still use my physical Trojan Card once I have created my Mobile ID?

Yes, your physical Trojan Card will continue to function after you have added your Trojan Card Mobile ID to your device. Remember, the Mobile ID is a privilege and benefit of being part of the Dakota State University community. Anyone found to be misusing their physical card or Mobile ID
will be subject to the applicable Code of Conduct or HR policies regarding fraud and/or misconduct.

**Accessing Your Account**

*Why can’t I double-tap the side button with my phone locked to see my balances in Apple Pay?*

When using Express Mode (iPhone 6s or later), your Trojan Card will not be displayed with other cards in Apple Wallet for security reasons.

*Can I use Mobile ID if my phone’s battery is dead?*

If you have any of the iPhone XS, XS Max or XR models, yes. Express Mode with power reserve is available for up to five hours when your phone needs to be charged. (For more details, see https://support.apple.com/en-us/HT208965.) Android phones and other iPhone models (iPhone 8 and earlier) do not offer this feature.

**Setting Up Your Device**

*How do I check my iPhone device version?*

1. On your device, go to Settings>General>Software Updates.
2. If your device is running iOS 12.2 or later, you’re ready to use the Mobile ID.
3. If not, tap Download>Install. You may need to enter your passcode to start the update.
4. Once the download is complete, follow the instructions on your phone to finish upgrading to the latest version of iOS.
How do I check my Apple Watch device and/or software version?

1. The Series # for your Apple Watch can be found on the back of the Watch.
   a. Note: The Series 0 Watch is not eligible for this program.
2. Instructions for verifying and/or updating your Apple Watch software version can be found at https://support.apple.com/en-us/HT204641.

What if I have questions about my Apple ID or iCloud?

Information can be found at https://support.apple.com/apple-id or https://support.apple.com/icloud.

How do I verify and/or update my Android phone device version and software?

1. From your device tap: Settings> About Phone> Software Information
   a. To update, from your device tap: Settings > General > Software Update > Download > Install > Passcode may be required. Your device will display the estimated download time.

I already have the Transact eAccounts mobile app installed. Do I need to update?

Yes, you will need to install the updated version of the Transact eAccounts mobile app.
How do I update the Transact eAccounts mobile app?

On your device, visit the App Store or Google Play Store and search Transact eAccounts. The store will prompt you to install any required updates.

How many devices can I add?

You can add either one iPhone and one Apple Watch, or one Android phone on your account at a time. See the ‘Securing My Account’ section below if you have lost a device and need to deactivate your credential.

How do I add my Trojan Card to my new iPhone or Apple Watch?

First remove the pass from your old device from Apple Wallet. Once removed, go to the e-accounts app on your new iPhone and follow the steps to add to Apple Wallet.

Managing Your Account

Do I need to reactivate my devices each term?

No. As long as your enrollment status meets our eligibility requirements, devices you have enrolled will remain current. For security purposes, we may deactivate devices that have not been used for an extended period. You can re-enroll those devices whenever you wish.

What if I am away from campus for the semester and I don’t want my Trojan Card on my device? Can I delete and re-add it later?
Yes, you can remove your credential from Apple Wallet and re-add it when you return.*

To remove your Trojan Card, navigate to the Wallet app, tap (...) in the lower right corner of your card and select Remove Card.

To remove your Apple Watch credential, navigate to the Watch app on your Phone, scroll to the bottom and select Wallet & Apple Pay. Tap on your Trojan Card, scroll to the bottom and select Remove Card.

*To add credentials back onto your device, you must meet eligibility requirements and not have exceeded the device limit for your Trojan Card.

Can I delete my Trojan Card from Apple Wallet or Google Pay through the Transact eAccounts mobile app?

Yes, but we recommend the Remove Card Option directly from Apple Wallet or Google Pay.

From iPhone:

1. Navigate to the Wallet app.
2. Tap (...) in the lower right corner of your card.
3. Scroll to the bottom and select Remove Card.
4. Eligible cardholders who have not exceeded their device limit can add their Mobile ID back at any time.

From Apple Watch:

1. Navigate to the Watch app on your iPhone.
2. Scroll down and select Wallet & Apply Pay.
3. Tap on Transact Mobile Credential.
4. Scroll to the bottom and select Remove Card.
5. Eligible cardholders who have not exceeded their device limit can add their Mobile ID back at any time.

From Google Pay:
1. Open Google Pay.
2. Select your Campus ID from the available cards.
3. Touch the three dots in the upper right corner of the screen.
4. Select Remove ID.
5. Confirm Remove ID selection.

From Transact eAccounts:
1. Open the Transact eAccounts Mobile App on your phone.
2. Tap Continue to Sign In and login with your school credentials.
3. Approve the multi-factor authentication request.
4. Click on your photo in the upper left corner.
5. Under Campus ID, click the icon in the upper right corner of your School ID Card display.
6. Tap Add or Remove Campus ID from Wallet at the bottom of the back of your School ID Card display.
7. Select device(s) to remove from your card.
8. Tap Remove in the pop-up box.
9. Tab on the Remove Card notification at the top of the screen or go to Google Pay and tap Remove Card displayed under the School ID Card.
10. Tap Remove in the pop-up box and the card will be removed from your Google Pay.

How do I update information on my Trojan Card?

Name information on Trojan Card comes to us from the university’s core business systems and needs to be updated there. Students should contact the Registrar’s Office. Faculty and staff should contact their HR representative to request updates. Once changes are completed, the updates will sync to the Trojan Card on your phone within 48 hours.

Why are my account balance(s) not displaying?

- Account balances are currently only displayed on Apple devices.
- If your account balances are $0, they will not display until funds are added.
If you have available funds that are not displaying, please contact the Card Services Office at (605)-256-5225 or email Kim.Wermers@dsu.edu

My balance is different on my device than in Transact eAccounts?

Confirm your device is not in Airplane Mode or experiencing any other service interruption. Updates cannot be made when there is no connecting service to sync data between Transact eAccounts and your device. The Transact eAccounts app will display the most current information.

Why do I have a negative balance on my Trojan Card?

A negative balance can occur if you make a transaction when a retail device is offline. When the device comes back online and the transaction is posted, you will see a negative balance if there are not enough funds in your account to cover the transaction.

I used my credit card at a participating retail location when I meant to use my Trojan Card. What can I do to correct my payment source?

Return to the location of the sale and request the store issue a credit card refund, then process the transaction against your Trojan Card.

I am graduating or leaving the University. What happens to my Mobile ID?

As with your physical Trojan Card, your Mobile ID will become inactive when you no longer meet eligibility requirements. If you transfer to another participating program or department at Dakota State University, your credential will stay active and update accordingly.
Securing Your Account

What should I do if I lose my card or device, or if I believe there has been fraudulent use of my credential?

- During regular business hours, contact the Student ID Card Office at (605) 256-5225 to notify us to deactivate the Trojan Card Mobile ID. Be sure to specify whether the physical card, watch, and/or phone version of the card should be deactivated. Any device not specified to be suspended will remain active.
- If applicable, identify the fraudulent activity: For purchases using Trojan Silver, DSU Meal Plan Flex, or Faculty Flex, contact the Card Services Office Kim.Wermers@dsu.edu and report the suspected fraud. If door access was involved, submit a ticket at the site support.dsu.edu
- In the Transact eAccounts app:
  - Click the settings gear in the upper right corner.
  - Select the Card Management option.
  - Choose the credential you want to deactivate and toggle it off.
  - You will receive a confirmation email. Only the selected card will be deactivated. All other credentials will remain active.
- In the Transact eAccounts web version:
  - Select Card Services
  - Select Deactivate Card
  - Select the credential to deactivate and click on “Deactivate Card”
  - You will receive a confirmation email. Only the selected card will be deactivated. All other credentials will remain active.
- Additional instructions for Lost/Found Apple devices and Find My iPhone are located at https://support.apple.com/en-us/HT201472

How do I reactivate my credential if I find my lost device?
To reactivate a found device that was suspended, perform the following steps:

In the Transact eAccounts App:

- Click the settings gear in the upper right corner.
- Select the Card Management option.
- Choose the credential you want to reactivate and toggle it on.
- You will receive a confirmation email. Only the selected card will be reactivated.

In the Transact eAccounts Web Version:

- Select Card Services
- Select Activate Card
- Select the credential to reactivate
- You will receive a confirmation email. Only the selected card will be reactivated.
APPENDIX

Transact eAccounts Mobile App Features

1. Stored Value Account Deposits
   a. Saved Payment: eAccounts mobile app deposit requires a Saved Payment option be created in advance.
      i. From the eAccounts home page, Login using your Student login account credentials and multi-function authentication code.
      ii. Click the +Add Money link under the stored value account display toward the upper left of the screen.
      iii. After completing a deposit transaction, the Saved Payment option will be available on the Receipt for Account Deposit page.
         1. Check Save this payment method for future use and type in an alias name for this payment card option.
         2. You may also check Set as default for future deposit transactions.
      iv. Click the Save button.
      v. Under Profile along the top bar is Saved Payment Methods where you can review and delete your saved payment(s).
     vi. You will now be able to access the eAccounts Mobile App deposit option.
   b. eAccounts Mobile App Deposit
      i. Open the eAccounts Mobile App on your phone.
      ii. Tap Continue to Sign In and login with your student login account credentials.
      iii. Approve the multi-factor authentication request. (See FAQ for more information.)
      iv. You can now view your account balances and meal plans.
      v. Tap the Accounts section for stored value account options.
     vi. Tap Add Money in the top right corner.
     vii. Enter the deposit amount, tap Next, and then choose your payment method.
     viii. Review the deposit and tap Submit Deposit at the bottom.
     ix. You will see verification that the deposit was successful and the account balance will update.
     x. Funds are immediately available.

2. Meal Plans
a. Purchased Meal Plan information is displayed on the eAccounts Mobile App.
   i. Open the eAccounts Mobile App on your phone.
   ii. Tap Continue to Sign In and login with your student login account credentials.
   iii. Approve the multi-factor authentication request. (See FAQ for more information.)
   iv. You can now view your account balances and meal plans.
   v. You will see your assigned Meal Plans and the status of the plan.
   vi. Tap on a listed plan for additional information including usage.

3. Additional Features

   a. After logging in, tap in the upper right corner on the home page for Account Settings.
   i. We recommend you always sign out of eAccounts by tapping Sign Out.
   ii. You can verify Saved Payment method(s) but cannot add or delete payment methods from the mobile app. (See instructions above to add or delete payments.)
   iii. Add another site from the list should you have access to eAccounts through enrollment at another school.
Here are some examples of FAQ’s done by other sites that implemented Mobile Credential.

**LIUmobileID – LIU Information Technology**

https://www.chowan.edu/campus-life/residence-life/hawkscard

https://gocard.georgetown.edu/mobile-credential/

https://actcard.ua.edu/mobileactioncard/