



Don't Stand in Line. Get On-Line!

Take care of FLEX Account needs from the convenience of your computer.

As many of you know, Parking and Transportation has moved into the 1Card office until their new office is complete. With office space being shared, production lines quite possibly will be longer than normal.

Please utilize the on-line card office to move money onto your FLEX Account. We predict long lines during Spring registration at the card office. If you only need to move your Financial Aid money onto your FLEX Account or just simply put money on your card, we ask that you do so at <http://www.vsu-1card.com>. The only reason anyone would need to go to the actual card office is if they must replace their 1Card.

In case you have never moved money from your student account to your FLEX Account or if it has been a while, here are instructions to add your Financial Aid to your FLEX Account.

- Login to Banner
- Click on Student and Financial Aid
- Click on Registration
- Click on Select FLEX amount
- Put in dollar amount then click submit

**Please note this process takes approximately 20 minutes to hit your student account.*

Credit card transactions are instant. If you have never utilized the on-line card office, or it has been a while here are step-by-step instructions on how to do so.

- First go to <http://www.vsu1card.com>
- Click on on-line card office
- Click on checking your FLEX Account balance
- Under login use your Blazenet e-mail and password
- Then click on my accounts to make a credit card deposit

The first day to move/use your Spring Financial Aid is **January 4, 2008**.

The last day to move Spring Financial Aid onto your FLEX Account is **January 16, 2008**.

**Please note that if Financial Aid money has not been moved by January 16, 2008 the Bursary will mail your refund checks around January 28, 2008.*

The Bookstore and 1Card will be open Saturday, January 5, 2008 from 10AM-2PM.



VSU 1Card Services

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Web www.vsu1card.com

