KETTERING eACCOUNTS – APPLE DEVICE HELP SHEET

Help Sheet Contents

How to Install the Apple App..................................................................................................................................... 1
How to setup the Apple App to work with Kettering eAccounts .............................................................................. 1
How to Deposit Money in your Kettering Account ................................................................................................... 3
Questions?................................................................................................................................................................. 3

How to Install the Apple App

1. To install the Apple app for Kettering eAccounts, navigate to your Apple App Store.

2. Once in the App Store, search for the “Blackboard Transact eAccount” app by tapping on the “Magnifying Glass” in the upper right-hand corner.

3. Tap “Blackboard Transact Mobile eAccount” and then tap “Free”. Tap “Install App” and Blackboard Transact eAccounts App will begin to install.

How to setup the Apple App to work with Kettering eAccounts

1. Once the Blackboard Transact eAccounts App is installed tap “Open”.

2. To add Kettering University, scroll through the list of schools and tap “Kettering University”.

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Kettering eAccounts | Apple Device Help Sheet | December 2, 2014
3. Select your **Kettering Service Portal** type by tapping either “Employee” or “Student”.

4. Enter your **Kettering LDAP (Email) Username** and **Password**.

5. Tap “Go”.
How to Deposit Money in your Kettering Account

1. **Kettering eAccounts** requires you **set-up your payment method** through the [Kettering eAccounts Web Portal](#). Once you have added your payment method, you will be able to continue on to the next step. See the [Kettering eAccounts Web Portal IT Help Sheet](#) for instructions on setting up a payment method.

2. Tap “Deposit” and tap the account name for which you wish to make a deposit.

3. Select your “Saved Payment Method”.

   **Note:** If the option is not available and displaying the text “No saved payments available” you must visit the [web portal](#) to set-up your payment method. See step 1 for further information.

4. Tap “Make Deposit”. Your funds are now available for you to use.

Questions?

For further assistance using the **Kettering eAccounts** solution, please contact the [IT Help Desk](mailto:helpdesk@kettering.edu) by email at helpdesk@kettering.edu or phone at (810) 237-8324.