

# Adding Funds To Your One Card

Not only is your One Card an identification card, it is also used to swipe in to the Great Room, or to pay for purchases made at the Daily Grind and campus book store with either Flex or Debit. All faculty, staff, and currently enrolled students have a debit account on their OneCards. This debit account acts just like a bank card when used at the various locations on campus. OneCard debit funds are transferred back to the student account only when a student graduates, withdraws, or takes a leave of absence. Faculty and staff funds are transferred upon termination. You have various options to add funds to your debit account. This article explains the different ways you can add funds to your debit account.

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[Cashier Office](#)

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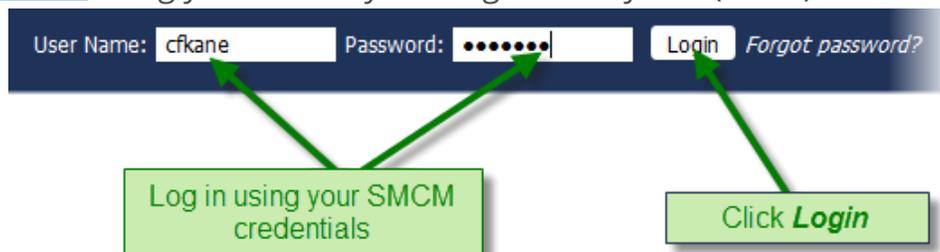
## Cashier Office

You may deposit funds on your debit account at the Cashier's Office in the Business Office, Monday-Friday from 9:00am-4:00pm. Deposits can be made by cash or check.

## Transfer from Student Account

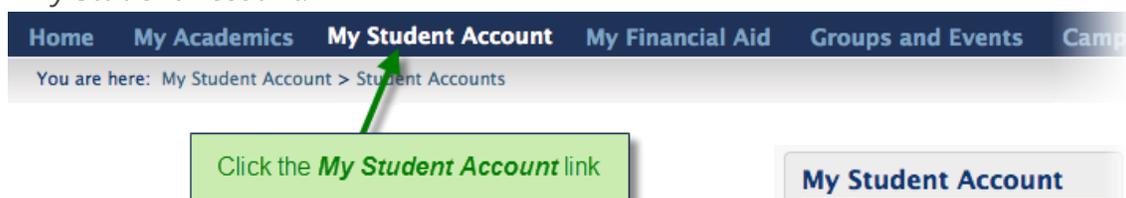
Students may transfer positive credit balances to their OneCard debit account.

1. Log in to [Portal](#) using your St. Mary's College of Maryland (email) credentials.



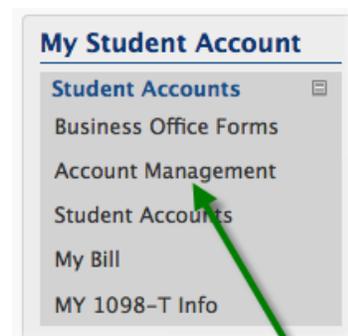
A screenshot of a login form with a dark blue header. It contains a 'User Name' field with the text 'cfkane', a 'Password' field with masked characters, a 'Login' button, and a 'Forgot password?' link. Two green callout boxes with arrows point to the form: one points to the 'User Name' and 'Password' fields with the text 'Log in using your SMCM credentials', and the other points to the 'Login' button with the text 'Click Login'.

2. Click *My Student Account*.



A screenshot of a navigation menu with a dark blue header. The menu items are 'Home', 'My Academics', 'My Student Account', 'My Financial Aid', 'Groups and Events', and 'Camp'. Below the menu is a breadcrumb trail: 'You are here: My Student Account > Student Accounts'. A green callout box with an arrow points to the 'My Student Account' link in the menu with the text 'Click the My Student Account link'.

3. Click the *Account Management* link in the left hand navigation pane.



A screenshot of a 'My Student Account' navigation pane. The title is 'My Student Account'. The list of links includes 'Student Accounts', 'Business Office Forms', 'Account Management', 'Student Accounts', 'My Bill', and 'MY 1098-T Info'. A green callout box with an arrow points to the 'Account Management' link with the text 'Click Account Management'.

Click **Account Management**

4. Click *OneCard Transfer*.

## My Student Account

Printer Friendly 

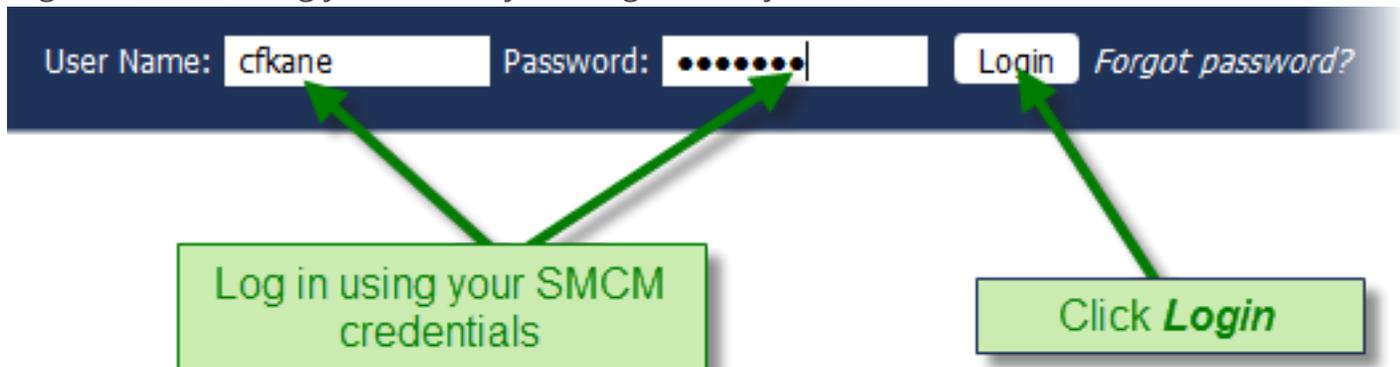
### Account Management

| Name                        | Description   |
|-----------------------------|---|
| E-Academy Software Store    | Purchase software. Charges will not be applied to your student account. Visa and Mastercard accepted. |
| Meal Plan Change            | Change your meal plan.  |
| One Card Account Management | Check your One Card Balance   |
| OneCard Transfer            | Transfer funds to your OneCard.   |
| Parking Citation Appeal     | Appeal your parking citation  |
| Parking Permit Application  |   |
| Setup Direct Deposit        | Setup or change your direct deposit information.  |

## Online Deposit (Students)

You may add funds to your debit account online using Visa, MasterCard, or Discover:

1. Log in to [Portal](#) using your St. Mary's College of Maryland (email) credentials.



The screenshot shows a login form with the following elements:

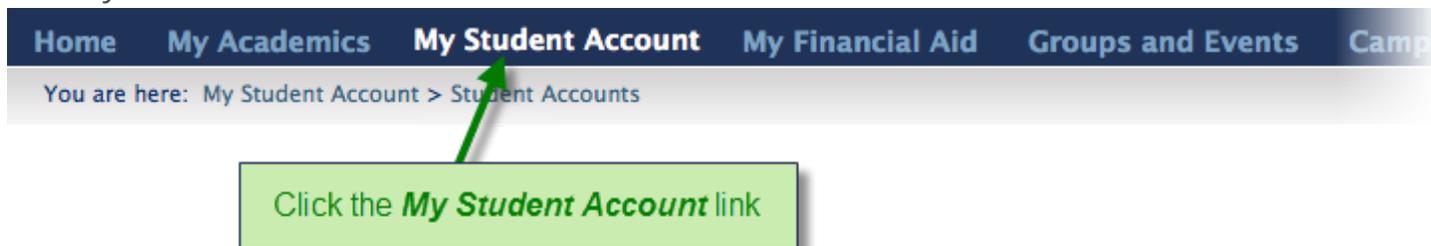
- User Name:
- Password:
- Login button
- [Forgot password?](#) link

Annotations:

- A green box labeled "Log in using your SMCM credentials" has arrows pointing to the User Name and Password fields.
- A green box labeled "Click **Login**" has an arrow pointing to the Login button.

2.

3. Click *My Student Account*.



The screenshot shows a navigation menu with the following items:

- Home
- My Academics
- My Student Account
- My Financial Aid
- Groups and Events
- Campus

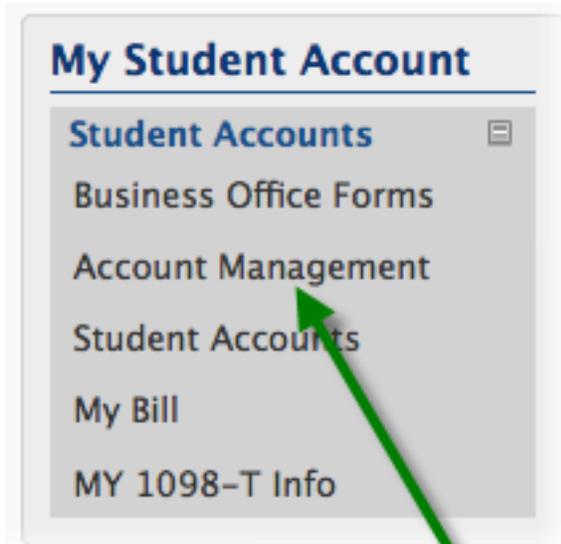
Below the menu, it says "You are here: My Student Account > Student Accounts".

Annotation:

- A green box labeled "Click the **My Student Account** link" has an arrow pointing to the "My Student Account" link in the navigation menu.

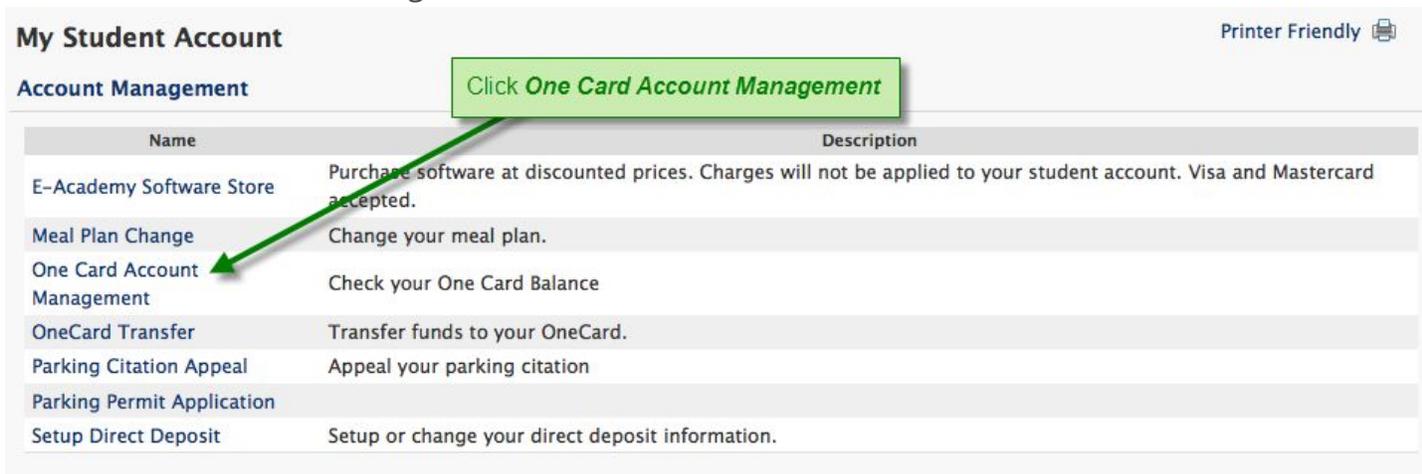
4.

5. Click the *Account Management* link in the left hand navigation pane.

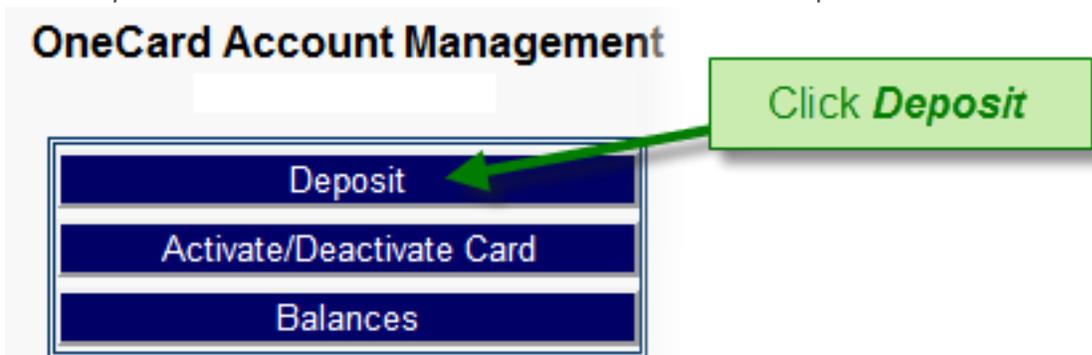


Click **Account Management**

- 6.
7. Click *OneCard Account Management*.



- 8.
9. Click *Deposit*, and fill out the credit card information requested.

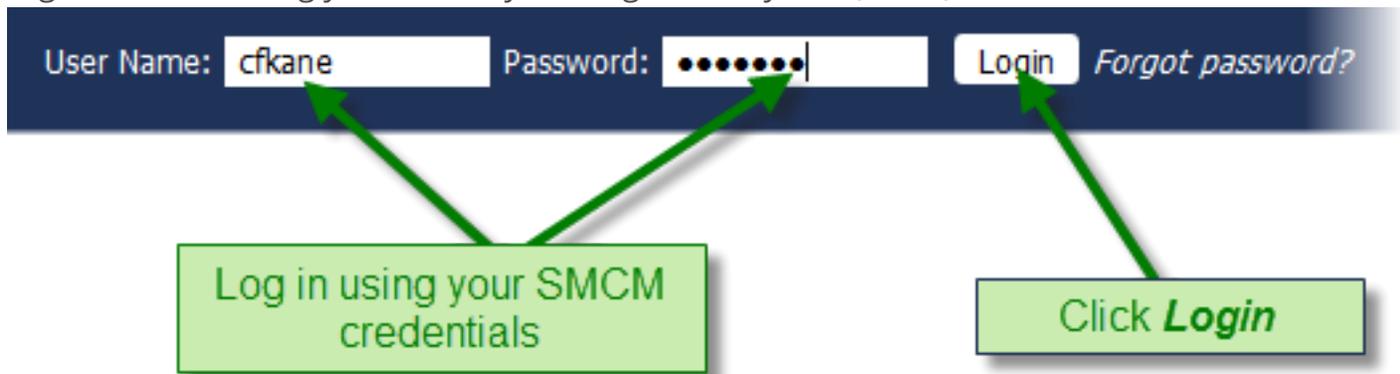


- 10.

## Online Deposits (Faculty/Staff)

You may add funds to your debit account online using Visa, MasterCard, or Discover:

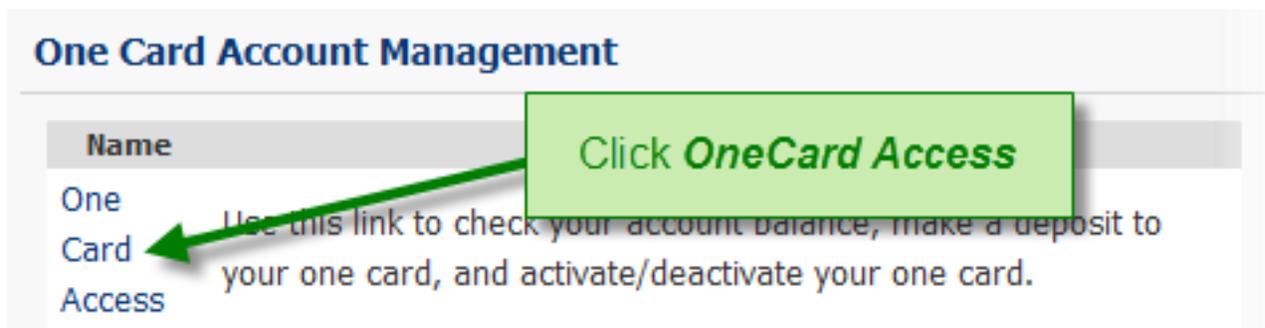
1. Log in to [Portal](#) using your St. Mary's College of Maryland (email) credentials.



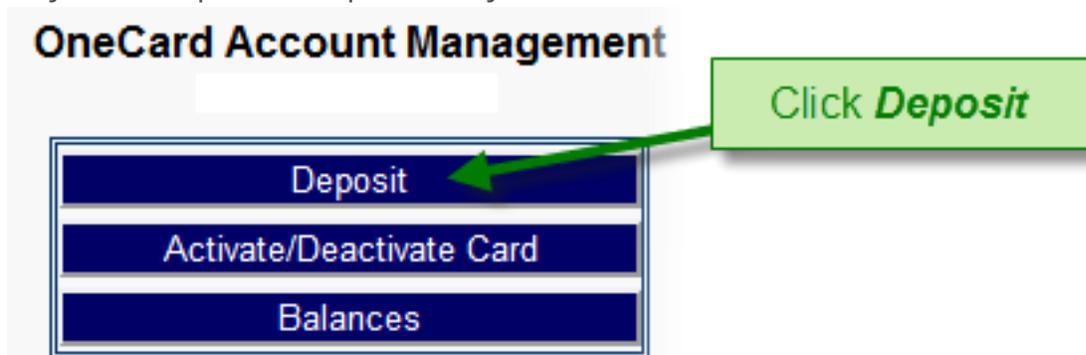
- 2.
3. Click the *Working at SMCM* page.



- 4.
5. Scroll down to the *OneCard Account Management* module.
6. Click *OneCard Access*.



- 7.
8. Click *Deposit* and then fill out the requested information. The page may take a while to fully load, so please be patient if your connection is a little slow.



- 9.

## Online Deposit (Parent)

The parent must deposit money into the student's Student Account, the process takes place in CashNet.

1. Log in using your Parent Pin.
2. Inform your student and let them know to keep an eye on their Student Account for the deposit in the next few days.