

QUICK TIPS

Adding funds to your flex account:

Select the My SMART Card tab.

Content Collection

Discuss

Calendar

Campus Dining

Bookstore

My SMART Card

Log in using your Blackboard user name and password.

Sign In

Enter your account information

Sign in Realm: CCS Students

Username: mpeckl

Password:

Sign In

+ Add Money

CCS

Accounts Card Services Profile

Account Summary Account Transactions Account Statements

CCS Flex
Individual 0.21 USD
[+Add Money](#)

Dining Dollars
Individual 0.00 USD

Deposit Amount > Next

Make Account Deposit

Beneficiary--Deposit Information--Payment Information--Confirmation

Account: Select the account you want to deposit funds to. CCS Flex

Deposit Type: You can select to deposit a specific amount into the account above. Or, you can select to deposit an amount that is a calculated difference between the current account balance and a target balance (balance top-off).
Example: A student's account contains \$10. You want to make the account balance \$55. Your calculated balance top-off deposit would be \$45.
 Specific Amount
 Balance Top-Off

Deposit Amount: Enter the amount you want to deposit. Minimum deposit amount: 1.00 USD Maximum deposit amount: 500.00 USD
10.00 USD

Payment Method: Credit Card

Blackboard will redirect you to FIS-ClearCommerce, a secure Payment Provider, for payment processing. You will be returned to the Blackboard site when your transaction is completed.

Next

Complete Payment and Billing Information

Payment Information

Card Number: * [text field]
Expiration: * Month [dropdown] Year [dropdown]
CVV: * [text field]

Billing Information

First Name: * [text field]
Last Name: * [text field]
Address 1: * [text field]
Address 2: [text field]
City: * [text field]
State / Province: * Alabama [dropdown]
Postal Code: * [text field]
Country: * United States [dropdown]
Phone: [text field]

I have read and agree to [Terms and Conditions](#)

Confirm Deposit > Make Deposit

Deposit Confirmation
Review the deposit details below. No changes to the account will be made until you confirm the deposit by clicking "Make Deposit" below.

Beneficiary--Deposit Information--Payment Information--Confirmation

Beneficiary Information Username	mpeck
Deposit Information Deposit Account Deposit Amount Amount Charged	CCS Flex 10.00 USD 10.00 USD
Payment Billing Information Card Type Credit Card Number Expiration Date	Visa *****

[Cancel](#) [Make Deposit](#)

Receipt for Account Deposit.

Receipt for Account Deposit
The account deposit was successful.
Print this page for your records.

Deposit Information Deposit Account Deposit Type Deposit Amount Amount Charged Payment Transaction ID	CCS Flex Deposit Amount 10.00 USD 10.00 USD 2909C009-18D4-4C3B-ADF5-E884DF79A170
Payment Information Card Type Credit Card Number	Visa *****
Save Payment Method <input type="checkbox"/> Save this payment method for future use	
Email Receipt Email Address #1 Email Address #2 Email Address #3	<input type="text"/> <input type="text"/> <input type="text"/>

[Home](#) [Send Receipt](#)

If your SMART card isn't working, try the following:

- Try using a different web browser.

Chrome and Firefox usually work better than Safari or Internet Explorer.

- Contact the CCS Helpdesk

313.664.7818

helpdesk.collegeforcreativestudies.edu

- Deposit funds via the Business Office

8:30am-4:30pm Monday - Friday

- Visit the ATM on the 1st floor of the TC and pay with cash

Unfortunately, students are not allowed to take print jobs without payment.

The Imaging Center does not accept collateral of any sort.

For more information, check out our full [Imaging Center Guide](#).