



## ACCESSING MCA One Card Portal / Password Reset

NEED HELP? Send an email to [helpdesk@mca.edu](mailto:helpdesk@mca.edu)

Make certain your Student ID Badge is converted to MCA One Card at Campus Security

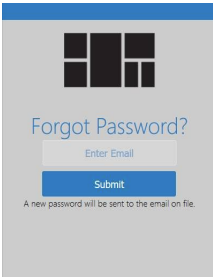
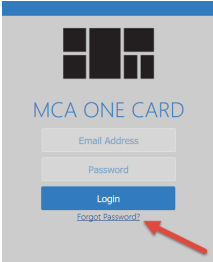
GO TO [onecard.mca.edu](http://onecard.mca.edu)

CLICK on the 'Forgot Password?' link.

Enter the student email address and CLICK 'submit'

You will be given a new password to use via the mail sent to you

USE that password to get into the portal. THEN, you will be required to create your own password. Write it down and don't forget it!



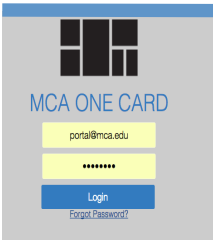
## USING MCA One Card Portal

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### Login

GO TO [onecard.mca.edu](http://onecard.mca.edu)

Enter Login/Password and CLICK 'login'. If you forgot your password see above for Password Reset.



Description	Balance	Actions
Account Balance	\$11.47	☰ +
MCA Meal Plan	\$179.25	☰ +
MCA Print Plan	\$29.10	☰ +

### Verify Plans

Verify which plans you have and the respective balances of those plans

CLICK '☰' to check and verify account activity

CLICK '+' to add funds

### Add Funds

ENTER amount to be added to fund(s):

Please note that you can add \$10, \$50 or \$100 to each plan. There is not a \$200 minimum.

This is stated incorrectly in FAQs brochure.

CLICK 'next'

(continued on reverse side)

Name: Bob Williams  
 Account: 100  
 Enter Amount



## USING MCA One Card Portal (*continued*)

Name: Bob Williams  
Account: 100

Credit Card Type

Card Number

Expiration Date  /

Card Security Code

Total Amount

### Credit Card Information Screen

ENTER credit card information

CLICK 'submit'

onecard.mca.edu

Guest Logins:

Guest	Permissions	Actions
lpearson@mca.edu	<input type="checkbox"/>	<input type="checkbox"/>

### Guest Login

CLICK 'Add'

Name: Bob Williams  
Account: 100

**Enter a Valid Email Address**

Email Address:

New Password:

Send Email:

### Enter Email Address of Guest

ENTER email address of your guest that you want to have access to your account

CLICK 'New Password'

CLICK 'Send Email'

Your guest will receive an email from the portal with password information (*continue below*)

Guest Permissions:

Permission	View	Add Money
MCA Meal Plan	<input type="checkbox"/>	<input checked="" type="checkbox"/>
MCA Print Plan	<input type="checkbox"/>	<input checked="" type="checkbox"/>

### Permission Granted to Guest

CLICK 'Add Money' to the plan(s) you are signed up for

CLICK 'Save'

CLICK 'activate/deactivate' at the top right side of your screen to change your account status

CLICK 'logout' button in the top right corner of your screen to return to login screen

CLICK 'MCA logo' in top left corner of screen to return to home screen