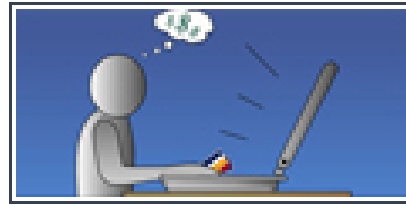


# Online SpartanCard Authorizations

*Don't wait in line .....*

*When it can be done online!!*



You can avoid long SpartanCard authorization lines, and filling out paper authorization forms. Just ask yourself these three questions:

- 1. Am I a full-time student?***
- 2. Do I have financial aid?***
- 3. Am I expecting a financial aid refund?***

If you answered “YES” to all three questions above, you may be eligible for SpartanCard self-authorization through SpartanShield. Best of all, you can do this at your own convenience!!

It's as easy as following these steps ...

## **Step 1:**

Log onto your SpartanShield account at <https://spartanshield.nsu.edu>

## **Step 2:**

Click on SpartanCard Authorization link on the main menu

Welcome [Name] [Last Name] [Email Address]

The following links may display confidential information.

**User Account**  
I'm New to SpartanShield  
What's my SpartanShield ID?  
What's my Password?  
Change Password  
Address Change

**Financial Information**  
Make a Payment  
Account Summary by Term  
Payment Methods (U.S.)  
**SpartanCard Authorization**

**Financial Aid**  
Financial Aid by Year  
Financial Aid Status by Term  
Financial Aid Award Letter  
My Documents

**Registration**  
Search for Classes  
Register/Drop Classes

**Academic Profile**  
Grades  
Grade Point Average by Term  
Transcript  
Program Evaluation  
Test Summary  
Enrollment verification request  
Enrollment verification request status  
My class schedule  
My profile



### Step 3:

Read the Terms and Conditions, check "I Accept", and then click on "Submit" button

#### Terms and Conditions

1. SpartanCard authorizations via SpartanShield are available to full-time students ONLY. Part-time students must visit Student Accounts to obtain SpratanCard authorizations.
2. If financial aid funds exceed tuition, fees, housing and meal charges, the expected financial aid refund may be used to deposit funds on the SpartanCard, subject to limitations described below in item #7
3. Return of items purchased on the SpartanCard will be credited only to the account on which the purchase was made and at the discretion of the seller.

By accepting these Terms and Conditions, I acknowledge that I have read and understand the above information. I give the University permission to charge my account for the amount(s) I select and I understand that my Title IV funds will be applied to these charges.

I Accept  I Decline

Submit

Clear



**Step 4:**

On the SpartanCard Authorization screen, fill-in the desired amount, and then click on “Submit”

Balance	Description	Total Charges	Payments	Financial Aid Remaining	Payment Plans	Refunds
1,848.00	Spring 2008 Reporting Term, Student Accounts Receivable	12,199.00	16,350.00	0.00	0.00	2,303.00
	SpartanCard Charges for Current Term			155.00		
	Remaining Amount Available			845.00		
	Amount Requested			500.00		

**Step 5:**

On the Confirmation screen, click OK to return to SpartanCard Authorization screen.

Thank you for using online SpartanCard Authorization! A charge of \$500.00 has been posted to your student account. You may print this page as a confirmation of your charge.

**Step 6:**

That's it!! Allow 20 minutes for the authorized funds to appear in your SpartanCard account.