

Eagle Card Services **Mission Statement**

The Coppin State University Eagle Card office is committed to providing Coppin State University with the highest quality, single card system that allows our students, faculty and staff convenient and efficient access to all card-related services. Our staff is dedicated to providing the campus community with courteous, timely, and efficient service while seeking new, expanded uses of the card through improved and advanced technology.

The Eagle Card is a vital part of life at Coppin State University. The official identification card for Coppin State University permits access to facilities and special events, and can be used to purchase goods and services throughout the University. The Eagle Card provides access to many university services: library privileges at the Parlett L. Moore Library use of the Wellness Center at the PEC, in addition to free or reduced admission to cultural and athletic events. The Eagle Card offers safe, convenient and flexible spending power on campus, which allows cashless access to goods and services campus wide. The declining balance is similar to a debit account; funds deposited into this account are accessible throughout the campus. For additional information and terms and conditions, refer to the Eagle Card Agreement.

Lost Eagle Cards should be reported to the Eagle Card Services immediately. Replacement Eagle Cards are available during regular business hours. The fee for replacing a lost Eagle Card is \$30 for residential students, \$15 for commuter students, faculty and staff. There is no fee for replacing Eagle Cards that are damaged due to normal wear and tear.

The New Face of Eagle Card Services



The NEW EAGLE CARD

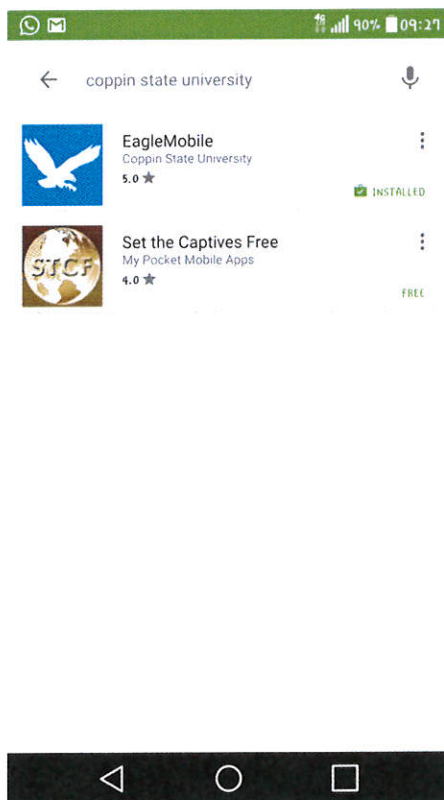
How to obtain your Eagle Card

- Register for Classes online / with advisor
- Visit Eagle Card Office 2nd Floor, Talon Center
- Present Semester Class Schedule (via hard copy or mobile device), CSU ID#, and Valid State issued Picture ID

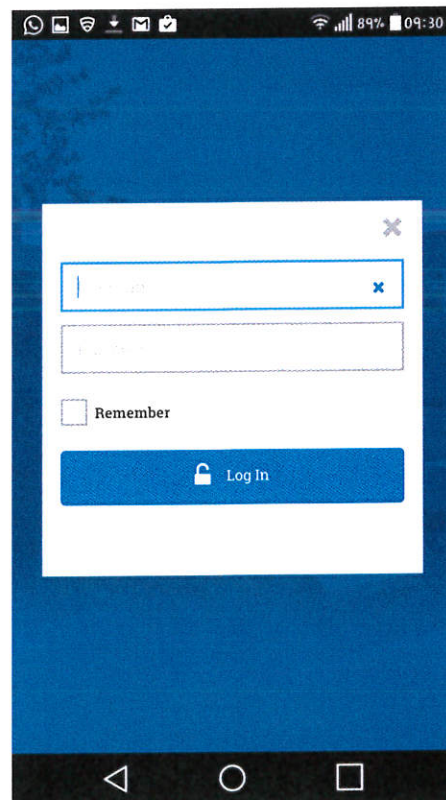
Printing Class Schedule (PC or Mobile Device)

- To print class schedule go to: www.eaglelinks.coppin.edu
- Sign in with the CUS username and password
- On the Menu located on the left, go to "Enrollment" then "My Class Schedule"
- Select the semester and click continue
- Print your class schedule to present to the Eagle Card Representative

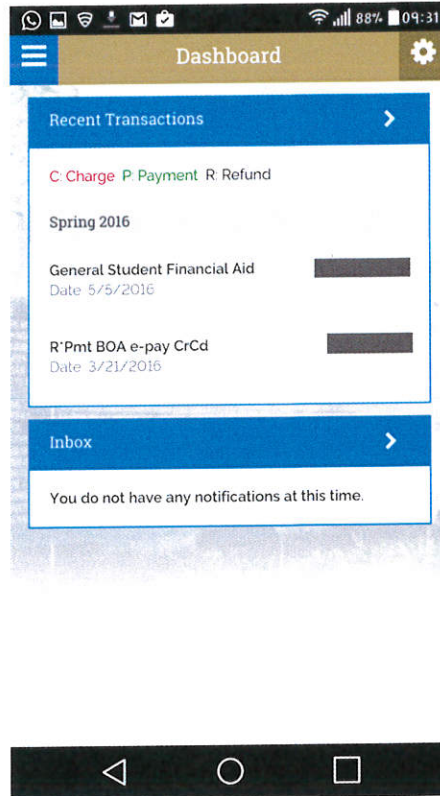
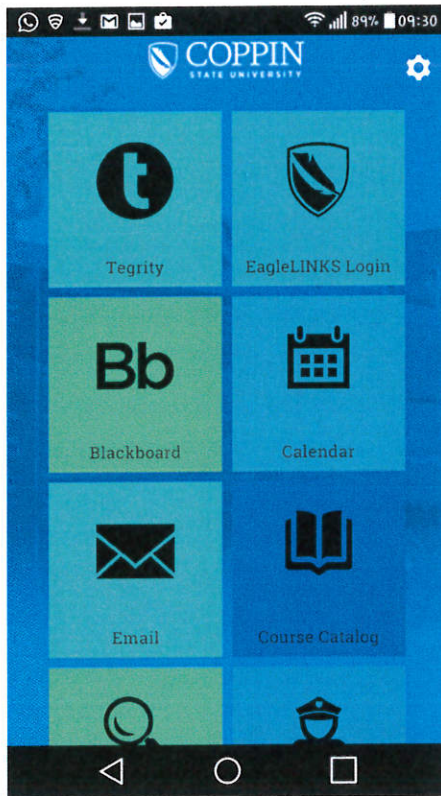
Displaying Class Schedule via Mobile Device



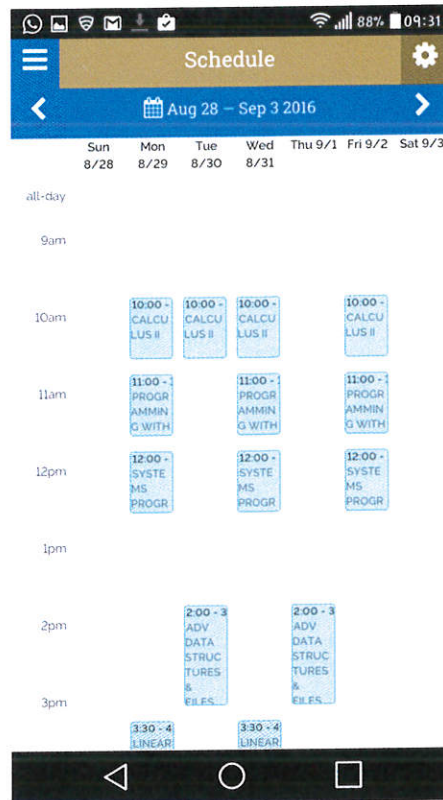
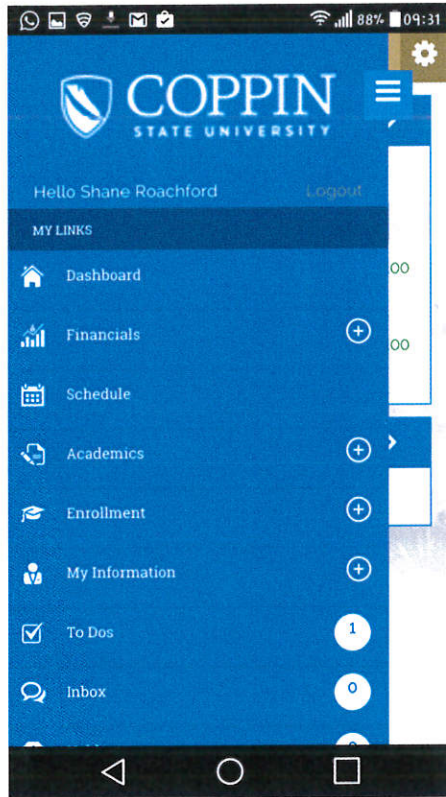
On your Android or Apple Device go to the app store. Search Coppin State University & Download "Eagle Mobile"



Open "Eagle Mobile" App & log in in with your CSU username and password.



Go to “Eagle LINKS Login” and click on the menu bar in the upper left corner



Go to "Schedule" and use the side arrow keys on the calendar to scroll to a date that shows your class, then present to the Eagle Card Representative

- **Picture ID Requirements**

- No head wear
- No Sun Shades
- Prescription glasses can be worn but may have to be removed if glared

Manage your Eagle Card

Accounts

- Declining Balance
 - Funds can be added to this Eagle Card account to purchase goods and services on campus.
- Dining Dollars
 - Funds will be added to this Eagle Card account as a bonus for purchasing meal plans
 - Funds can be utilized at Grille Works, Einstein's Bagels, Concession Stand, and the Dining Hall
- Checking Account Balance
 - Utilizing the Add Value Machine you can determine your Eagle Card Balance
 - Call or visit the Eagle Card Office on 2nd Floor, Talon Centre - 410-951-3570.
 - **Blackboard Mobile Device Access (Coming soon....)**

Adding Funds

- Adding Funds
 - Cashier's Office
 - Please inform the cashier that you would like to add money to your Eagle Card account.
 - Remember to get your receipt from the cashier (must have receipt).
 - Take the receipt to the Eagle Card Office (2nd Floor Talon Center).
 - The funds will be added to the Eagle Card account.



Cash and Credit

Location: Cashier Booth
Miles Connor Administration Building
2nd Floor
410-951-3691
Monday - Friday: 8:30-4:30

- Add Value Machines
 - Insert the Eagle Card into the Cash Value Center Terminal.
 - Insert bills only (the terminal does not give change).
 - Remove Card when the amount of money added shows on the screen



Cash Only

Location: Cash Value Center (Terminal)

Tawes Center

1st Floor (across from Subway)



Cash Only

Location: Cash Value Center (Terminal)

PEC, Mail & Print Services

Room 179 (Lot H Entrance)

Monday – Friday: 7:00-5:30

- **Blackboard Mobile Device Access (Coming soon...)**

Eagle Card Usage

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Where to use my Eagle Card

Venue	Location	Declining Balance	Dining Dollars
Talon Dining Commons	Talon Center	✓	✓
Eagle Nest C-Store Market	Talon Center	✓	
Parking & Transportation	Talon Center	✓	
Grille Works	Tawes Center	✓	✓
Barnes & Noble	Tawes Center	✓	
Subway	Tawes Center	✓	
Mail & Print	PEC	✓	
Concession Stands	PEC	✓	✓
Einstein Bros. Bagels	HHSB	✓	✓
Child Development Center	HHSB	✓	
Laundry (Residential Students only)	Residence Halls	✓	

Library

Your Eagle Card can be utilized at any School Library in the University System of Maryland.

Residential Hall Access

Every residence hall on campus is equipped with a Coppin State University access reader. Students use their Eagle Card to gain entry to their residence hall 24 hours a day. This is an all-encompassing identification card that virtually eliminates the need to carry cash on campus.

Students, faculty and staff also have the ability to deposit money into their Eagle Card declining balance account to assist in achieving the ultimate goal of becoming a cashless University.