



**CHECK MEAL PLAN USE**



**LOAD DINING DOLLARS**



**UPLOAD ID PHOTO**



**REPORT LOST CARD**

### Load Dining Dollars

Should your meal plan account or Dining Dollars begin to run low, you can replenish them immediately on your own by connecting a credit/debit card to your account. You may also ask for funds by providing a contact's name and email and include a personalized message.

### Upload ID Photos

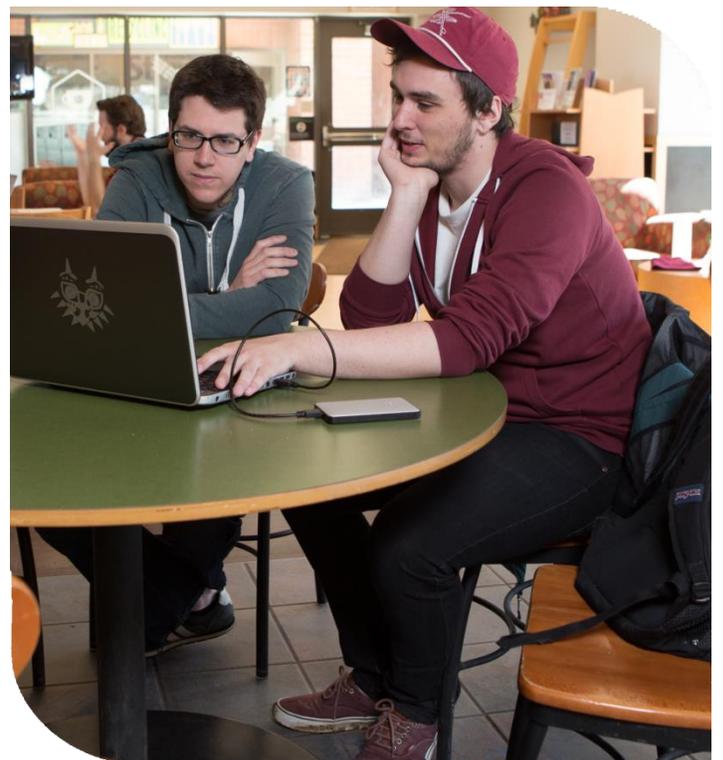
You can now take your own selfie and upload it to GET so that when you pick up a new campus ID card, it will be customized with the picture you want to have!

### GET Started

GET is an all new system available for students at SUNY Purchase College. GET is tied in to your campus ID card making it easier than ever to monitor your card's usage.

### Check Meal Plan Use

When you use your meals, Superflex, and Dining Dollars, our integrated systems will register the transaction right away and appear in your transactions. You'll be able to see how, when, and where you make your transactions.



# GET

# INSTRUCTIONS

Manage Your Money, Order Food & more!



## App First Time Use: GET Mobile

1. Search your app store for: **GET Mobile** by CBORD and download.
2. Select **SUNY Purchase** for your institution.
3. Enter your myHeliotrope username and password.
4. After logging in for the first time, set your pin for faster future log-in.



## Add Credit Card

One of the features under settings is “Credit Cards.” Go to this tab in order to add a credit card to your account. Now you’ll be able to add Dining Dollars through the GET Funds section the app.

When you add funds to your Dining Dollar account, there is a minimum limit of \$25. If you try to add less, GET Funds will not be able to process your transaction.



## Go to the App Menu



## Go to Settings

Under your settings you’ll have access to the majority of your features where you can manage the following:

- **Credit Cards**
- **Photo ID Uploads**
- **Reporting a Lost Card**
- **Change Your Pin**
- **Contact Information**
- **Addresses**



## Upload Photo

Another feature available under settings is the ability to add a selfie for your ID photo.

- No glasses or hats
- Use a white background
- Face camera directly
- Must be a color photo
- Photo should not be blurry, oversaturated, or overexposed

You will receive a confirmation email once your photo has been approved. Once your photo has been accepted, you may go to the Parking & Card Office to pick up your ID card.

# GET

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## Web Access: How To Login

1. Go to <https://get.cbord.com/sunypurchase>
2. Click below "Login to GET"
3. Enter your myHeliotrope username and password.
4. Press "Login\*"

\*If you experience trouble logging in, please consult the help tips provided at the bottom of the page.



## Contact Us

Have questions or concerns? You can reach us in one of the following ways:

**Phone:** 914.251.6330

**PCA Online:** [www.purchase.edu/PCA](http://www.purchase.edu/PCA)

**Email:**

[christine.onderodonk@purchase.edu](mailto:christine.onderodonk@purchase.edu)

**Office:** Parking & Card Office, Campus Center North 1014.

**Fall Mon-Fri:** 8:30 AM – 5:00 PM

**Summer Mon-Fri:** 8:00 AM – 4:30 PM



## DOWNLOAD THE APP GET MOBILE



## VISIT ONLINE [GET.CBORD.COM/](http://GET.CBORD.COM/)



## About Uploading Your Photo

Make sure to read all of the instructions related to uploading your selfie. Photos that don't follow the instructions will be rejected with a comment as to why the photo was rejected.

## Photo Taking Tips

- Use natural light
- Have a friend help take your photo
- Not sure how to size your photo? Copy/paste one of the sample pictures to use as a reference!