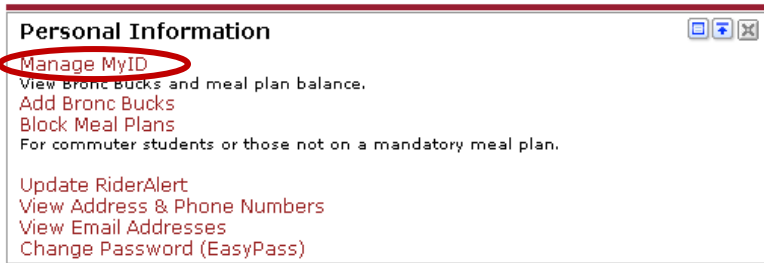
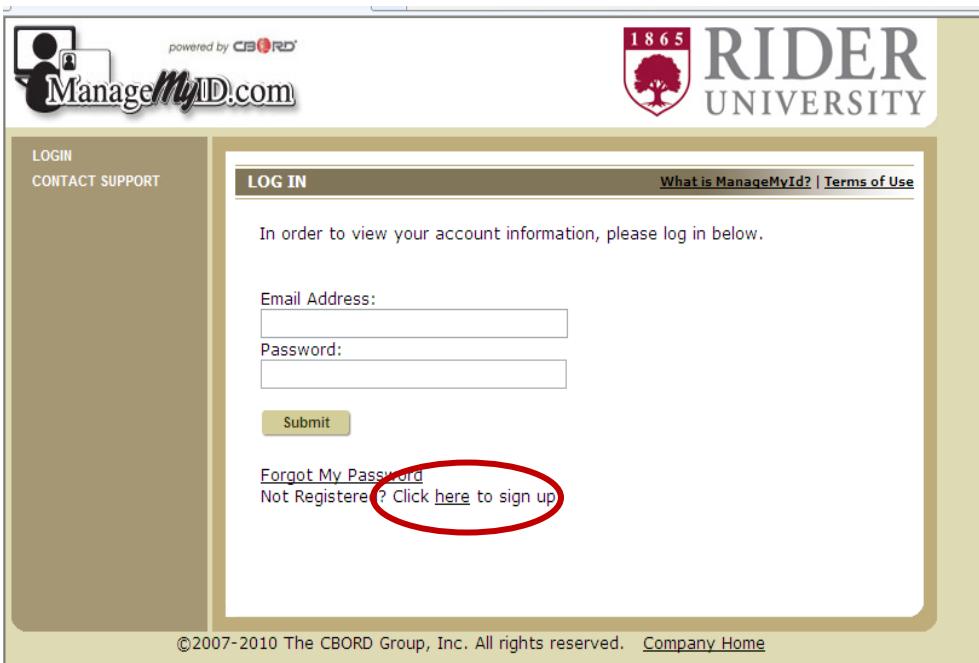


Manage My ID (MMID)

1. Log into myRider and select Manage MyID in the Personal Information Box.



2. You must register for an account the first time you visit this site. Click [here](#) to sign up



3. Submit the information requested

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ManageMyID.com

1865 RIDER UNIVERSITY

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Please fill in the fields below to register.

After pressing "Submit," you will receive an email to verify your registration. Follow the instructions in the email to activate your web account. To receive a new confirmation email click [here](#).

Bronc ID#:

Birth Date: (mm/dd/yyyy)

First Name:

Last Name:

Email:

Re-enter Email:

Password: (5-32 chars)

Re-enter Password: (5-32 chars)

Password Hint: (4-25 chars)

Giving your password to another person means you agree to let that person view your account

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- The Bronc ID# : Your number as it appears on your ID card
- Birth Date: mm/dd/yyyy
- Name: Enter your name as it appears on your ID card.
- Email: Your Rider Email address e.g. XXXXXX@rider.edu
- Password: Select a password that is between 5 and 32 characters
- Password Hint : In case you forget your password.
- When the form is completed, select **Submit**.
- Close this window

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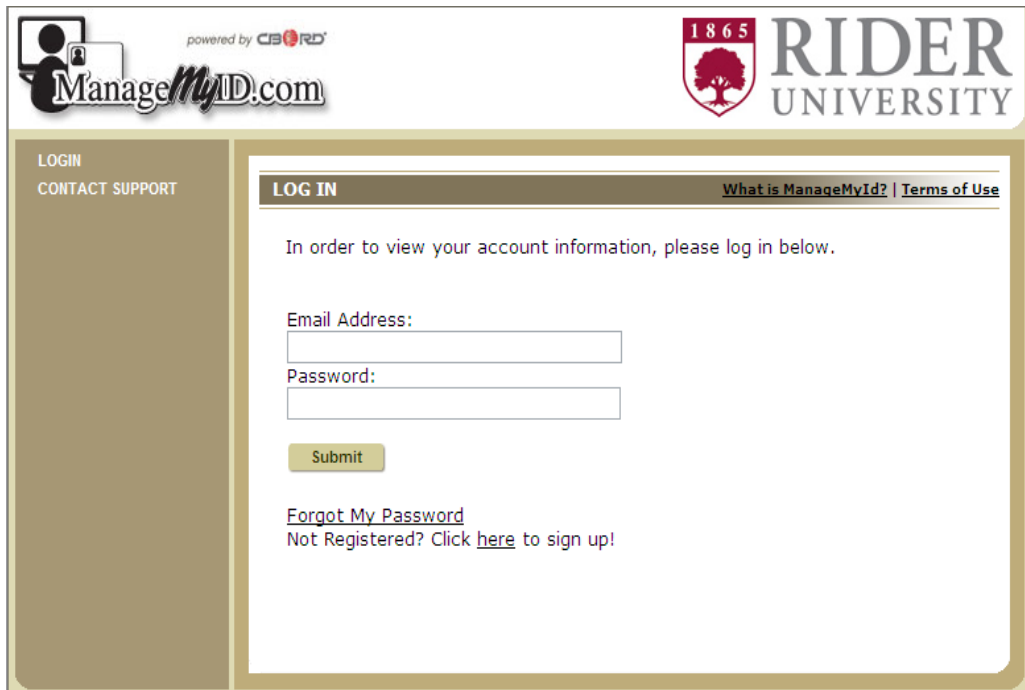
You have successfully completed the first step of registration. To complete your registration, follow the instructions in the email which has just been sent to the address you provided.

Please close this window for your security.

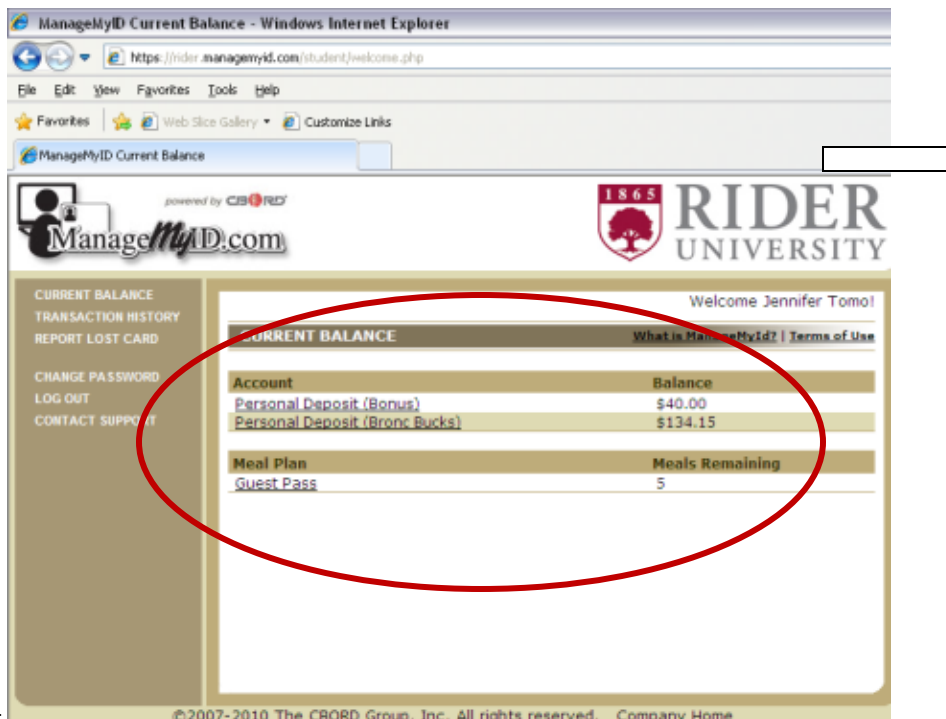
- Go to your e-mail and follow the instructions to confirm your registration.

NOTE: If you get an error a message: Correct the items noted in red and re-submit the form. If you have a problem, contact the ID office X5234 , during normal working hours for assistance.

4. To Login to Manage MyID , enter your e-mail address and password and select **Submit**



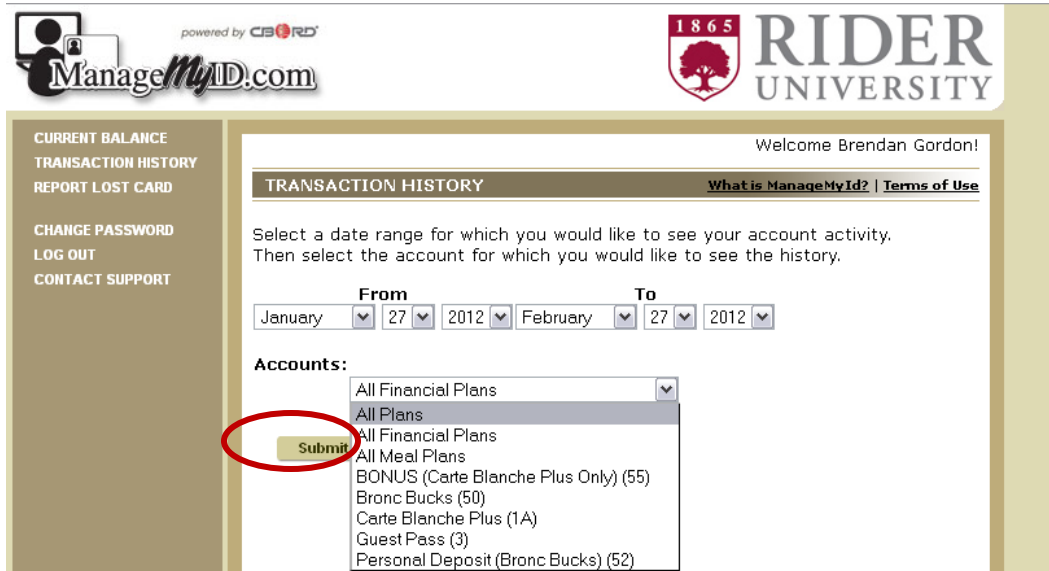
5. **Current balance.** This will show you the balance in any of the financial plans as well as the number of meals remaining in your meal plan.



Other choices are: **contact support, change password, report a lost card, and transaction history**

6. '**Contact Support**' will ask you to compose an e-mail to the ID System Manager. In this, state the problem and we will respond as quickly as possible.
7. '**Changing Password and Logout**' is self explanatory.

8. 'Report a Lost Card' will take you to a screen where you can report your card as lost. By selecting the submit button, your card will be shut off immediately. It can only be re-activated by going to the ID Office (BLC 137) during normal working hours or by going to Public Safety.
9. Your last screen is **Transaction History**. This screen will let you look at a history of your purchases.



- a. Set the date range for up to a year ago.
- b. **Accounts: Select one of the following then submit:**

ALL FINANCIAL PLANS:

Bronc Bucks or WCC Bronc Bucks = Bronc Bucks included in your resident meal plan.

Bonus (Carte Blanche Plus Only) = Bonus Bronc Bucks added by selecting the Carte Blanche Plus Meal Plan

Personal Deposit (Bronc Bucks): Bronc Bucks you added.

Personal Deposit (Bonus): The bonus Bronc Bucks you receive when purchasing more than \$100.

ALL MEAL PLANS:

Carte Blanche

14 Meal

Carte Blanche Plus

20, 30, 40 Meals

GUEST PASS

5 guest meals/semester included in above meal plans

Other Plans

Bookstore Bucks (LAW) or (WCC) = Money you added for use in Bookstores ONLY.

c. This screen shows when, where and how much was spent.

TRANSACTION HISTORY		TRANSACTION HISTORY			What is ManageMyId? Terms of Use
TRANSACTION HISTORY REPORT LOST CARD CHANGE PASSWORD LOG OUT CONTACT SUPPORT		For All Plans from 10/06/2011 to 02/27/2012.			
Post Date	Location	Account	Type	Amount	
10/07/2011 15:14:54	Cranberry's Cafe #1	Bronc Bucks	Debit	\$9.27	
10/11/2011 18:51:49	C -Store	Bronc Bucks	Debit	\$9.07	
10/12/2011 21:01:00	Starbucks #16	Bronc Bucks	Debit	\$4.60	
10/17/2011 14:39:53	POD Cart	Bronc Bucks	Debit	\$3.25	
10/18/2011 15:19:45	POD Cart	Bronc Bucks	Debit	\$4.84	
10/19/2011 14:38:19	POD Cart	Bronc Bucks	Debit	\$3.25	
10/20/2011 15:26:59	POD Cart	Bronc Bucks	Debit	\$2.08	
10/20/2011 22:51:47	Bronc Diner	Bronc Bucks	Debit	\$7.28	
10/24/2011 20:36:01	C -Store	Bronc Bucks	Debit	\$2.09	
10/26/2011 19:57:17	Starbucks #16	Bronc Bucks	Debit	\$2.65	
10/27/2011 15:37:15	POD Cart	Bronc Bucks	Debit	\$1.39	
10/27/2011 16:31:53	POD Cart	Bronc Bucks	Debit	\$0.99	
11/01/2011 22:52:50	C -Store	Bronc Bucks	Debit	\$6.77	
11/03/2011 09:36:56	POD Cart	Bronc Bucks	Debit	\$2.98	
11/04/2011 00:18:53	Bronc Diner	Bronc Bucks	Debit	\$1.37	
11/04/2011 00:18:54	Bronc Diner	BONUS (Carte Blanche Plus Only)	Debit	\$5.91	
11/04/2011 14:27:53	Starbucks #16	BONUS (Carte Blanche Plus Only)	Debit	\$2.65	
11/07/2011 15:25:05	Starbucks #16	BONUS (Carte Blanche Plus Only)	Debit	\$4.60	
11/08/2011 16:06:52	POD Cart	BONUS (Carte Blanche Plus Only)	Debit	\$3.03	
11/09/2011 13:05:41	POD Cart	BONUS (Carte Blanche Plus Only)	Debit	\$3.81	
01/20/2012 15:51:43	PatronImport Location	Bronc Bucks	Debit	\$-255.00	
01/20/2012 15:51:43	PatronImport Location	BONUS (Carte Blanche Plus Only)	Debit	\$-20.00	

d. **Post Date:** Date of the transaction

e. **Location:**

Location of the transaction

Note: Location of Patron Import (above) indicates Bronc Bucks that were part of your Meal Plan

Location of Main workstation (below) is for Bronc Bucks added by you. In the example below, the student put \$200 on his account and got a \$20 bonus.

11/21/2011 11:01:19	Main Workstation 1	Personal Deposit (Bronc Bucks)	Debit	\$-200.00	
11/21/2011 11:01:36	Main Workstation 1	(Personal Deposit) Bonus	Debit	\$-20.00	

f. **Account** shows the plan the money/meal was charged to.

g. Ignore the **Type** Column

We hope you find this new service valuable. Please send any comments or suggestions to ghanf@rider.edu.