Manage My Account

Version 3

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Follow the instructions below to access and manage your OneCard account. You can add funds to your OneCard to use it as a debit card on campus in six steps.

Adding funds

To add funds to your OneCard, follow the following steps:

1. Open your Seneca OneCard app

2. Open the menu and click "Deposit".

3. Enter your Seneca username and password

4. Open the Menu at the top of the page and select "Add Money"

5. Enter the amount you want to add in the **Amount to Add** field and then click **Add**

6. The CC and Comments field are optional. Click **Next** to proceed to the next step.

7. Enter the **Cardholder Name, Card Number,** and **Expiry Date** of the card; and click **Process Transaction** to proceed.

Once you have completed the steps listed, a screen notifying whether the transaction was successful or not will appear.

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