For Current Students, Faculty, and Staff Only

This ValuePort Terminal allows you to add value to your Jaguar Pass card using cash. It does not dispense change.

To add Jaguar Pass value using cash:

1. Insert your Jaguar Pass card in the card slot with the magnetic stripe facing down, then quickly remove it.
2. Press the “0” key on the keypad to select the correct account for your Jaguar Pass.
3. The screen will display your current balance. Press the “A” key on the keypad to select cash.
4. Insert your desired amount of cash, one bill at a time. The ValuePort Terminal accepts the following denominations only: $1, $5, $10, $20.
5. When you are finished adding value to your account, press the “D” key on the keypad.
6. If you want a receipt from the transaction, press the “C” key on the keypad to have the terminal print one out.

Are you a student, faculty, or staff member and don’t have a Jaguar Pass? Speak with a member of the staff at the Welcome Center!
Guest Copy/Print Cards

For University Guests Only

This ValuePort Terminal allows you to purchase a guest copy/print card and add funds using cash. It does not dispense change.

To purchase a guest card:

1. ** DRAFT – NOT ACCURATE **
   Press the “A” key on the keypad to select the correct account for your Jaguar Pass.
2. The screen will display your current balance. Press the “A” key on the keypad to select cash.
3. Insert your desired amount of cash, one bill at a time. The ValuePort Terminal accepts the following denominations only: $1, $5, $10, $20.
4. When you are finished adding value to your account, press the “D” key on the keypad.
5. If you want a receipt from the transaction, press the “C” key on the keypad to have the terminal print one out.

To add guest card value using cash:

1. Insert your guest card in the card slot with the magnetic stripe facing down, then quickly remove it.
2. Press the “0” key on the keypad to select the correct account for your guest card.
3. The screen will display your current balance. Press the “A” key on the keypad to select cash.
4. Insert your desired amount of cash, one bill at a time. The ValuePort Terminal accepts the following denominations only: $1, $5, $10, $20.
5. When you are finished adding value to your account, press the “D” key on the keypad.
6. If you want a receipt from the transaction, press the “C” key on the keypad to have the terminal print one out.