

LINQ Connect: Profile

LINQ Connect Profile Video Overview



The screenshot shows the 'Settings' page for a LINQ Connect account. The page is divided into several sections, each with a numbered callout:

- 1. Profile:** A summary card showing the user's name (Caryn McKinney), email (carynmj18@gmail.com), language (English), time zone (Eastern Standard Time), address (123 Main Street, Dreamland, FL 12345 US), payment methods (Visa ending in 7107), and an auto-pay rule (Jo Abbey - Add \$10.00 When balance goes below \$0.00).
- 2. General:** A form for updating account preferences, including fields for First Name (Caryn), Last Name (McKinney), Email (carynmj18@gmail.com), Language (English), and Time Zone ((GMT-05:00) Eastern Time (US & Canada)).
- 3. Communication Preference:** A section for managing notification preferences, including Transaction Notifications, System Notifications, and Marketing (New Fee Assigned, Shopping Cart Reminders, Log in Reminders, New Announcement Posted).
- 4. Linked Accounts:** A list of linked accounts, including Jo Abbey (Student ID: 498), Des Adams (Student ID: 1161), and Bettie Addley (Student ID: 1112).
- 5. Contacts:** A section for managing contact information, including a contact for Caryn McKinney (123 Main Street, Dreamland, FL 12345).
- 6. Payment Methods:** A section for managing payment methods, including a credit card (Caryn McKinney, Visa, Ending in 7107, Expires 1/2026).
- 7. Auto Pay:** A section for managing auto-pay rules, including a rule for Jo Abbey (Frequency: Add \$10.00 When balance goes below \$0.00, Date: 1/19/2024 - No end date set).
- 8. Manage your LINQ Connect data:** A link at the bottom of the page for managing account data.

1. **Profile:** Notice your name, email address, time zone, addresses, payment methods, and auto-pay rules.
2. **General:** Manage your LINQ Connect account preferences.
 - a. Update your **First Name, Last Name, Email, LINQ Connect Password, Language preference, and Time Zone** if needed.

b. Click **Update** to save your changes.

3. **Communication Preference:** Manage your LINQ Connect email notifications.

a. Check the **Email** box associated with each communication type you would like to receive.

b. Click **Update** to save your changes.

4. **Linked Accounts:** Add or delete linked student or staff accounts.

a. Click the **Trash Can** next to any students or staff you would like removed from your account.

b. Click **Add Account** to add a student or staff member to your account.

The screenshot shows a mobile application interface for adding accounts. The form is titled "Add Accounts" and includes a close button (X) in the top right corner. A message "All fields are required." is displayed at the top of the form area, accompanied by an information icon (i). The form contains four input fields: "Type *" (a dropdown menu with "Student" selected), "District *" (an empty text field), "First Name *" (an empty text field), and "Last Name *" (an empty text field). At the bottom of the form, there are three buttons: "CANCEL" (white with a blue border), a blue circular button with "ii", and a blue circular button with "iii" next to a blue "ADD" button.

i. Add all of the required information. Select person **Type**, select **District**, and enter the student or staff member's **First** and **Last Name**.

ii. Click **Cancel** if you wish to discard your changes and return to the previous screen.

iii. Click **Add** to link the student or staff member to your account.

5. **Contacts:** Manage your saved addresses.

- a. Notice your saved addresses. The star icon denotes the default address.
- b. Click the **Pencil** to edit, or the **Trash Can** to delete, saved addresses.
- c. Click **Add New Address** to add a new address.

6. **Payment Methods:** Manage your payment methods.

Note: We will notify you by email of soon-to-expire or expired payment methods.

- a. Notice your saved payment methods. The star icon denotes the default payment method.
- b. Click the **Pencil** to edit, or the **Trash Can** to delete, saved payment methods.
- c. Click **Add New Payment Method** to add a new payment method.

7. **Auto Pay:** Manage your Auto Pay configurations.

- a. Notice any configured auto-pay rules.
- b. Click the **Pencil** to edit, or the **Trash Can** to delete, auto-pay rules.
- c. Click **Add Auto Pay** to set a new auto pay rule. Refer to [Meal Account](#) for further details about configuring automatic payments.

8. **Manage your LINQ Connect data:** Click to review your LINQ Connect data privacy options.