



University
of Windsor

Scotiabank CentreSuite Manual For Travel Cardholders

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University of Windsor Travel Card Program

Using the Travel Card Online System (CentreSuite)

CentreSuite can be accessed using www.centresuite.com. It is important that every Cardholder reviews his/her Travel transactions on a monthly basis to ensure validity of the charges. Cardholders should also login in months to verify that no charges have been applied to their card in error.

The CentreSuite website can be accessed 24/7 throughout the month to view expenses.

Access CentreSuite using Microsoft Internet Explorer (Internet Explorer), versions 9 and 10. Chrome and Firefox browsers are also supported. All page navigation within CentreSuite is provided by the application.

Before you log in to CentreSuite, certain setting changes should be made to Internet Explorer for the application to function properly.

- Turn off Internet Explorer pop-up blockers
- Set Active X and scripting options
- Add CentreSuite to your list of Favorites

As a security feature, user sessions are automatically logged out after 12 minutes of inactivity (where "activity" is defined as interaction with the server, such as a save request). At the 10-minute mark, a 2-minute countdown warning will pop up on the screen asking if the user would like to renew their session. It is recommended that users save their work frequently when entering large amounts of data to ensure their session remains active and no data is lost.

Introduction to CentreSuite

Logging in to CentreSuite

- **User ID:** Enter your University of Windsor email address in the ID space.
- **Password: Uwindsor1** (The first time you login to CentreSuite the password will be **Uwindsor1**, this is to be changed once you login.
- If an individual is both a Cardholder and Reviewer, he/she will use a single user ID to access all the aspects of CentreSuite.

The first time a user logs into the system, he/she will be prompted to enter additional security information.

Step Action

1. Enter **your** email address into the **User ID** field. (i.e. smith@uwindsor.ca)
2. Enter the password into the **Password** field. The initial password will be **Uwindsor1**. **(please note passwords are case sensitive)**
3. Click the **Log On** button.

centresuite® Welcome to CentreSuite®

Enter credentials

User ID

Password (Forgot your password?)

Language
English (United States) ▼

LOG ON

Additional Information
[Forgot your password?](#)
[Reset Logon credentials?](#)

Step Action

- Users will be required to set up Additional Security Information on first login. Select 5 security questions from the options provided and enter and confirm the answers.

Additional Security Information

To help protect your logon account from fraudulent use, you need to set up personal security questions. You may be prompted in the future to answer two or more of these questions as part of the Self Unlock/Reset Password process to help verify your identity.

Select and answer one question from each of the five sets. Use only uppercase or lower case letters (a-z, A-Z), numbers (0-9), and single spaces in your answers. Do not use punctuation or symbols. - ` !@#\$%^&*()_ -=- ()|/";,;?!/.,>

[Help me with this task](#)

Security Question #1
Select a Question

Security Answer #1

Confirm Security Answer #1

- Click the **Submit** button.

- Users will then be required to re-set the initial password from the default provided. **Note** that "old password" does not represent your Pathway password, rather it is the initial password provided for CentreSuite which was **Uwindsor1**.

Old password:

- The new password must be at least 8 characters and contain at least one uppercase letter, one lowercase letter, and a number.

New password: [?]

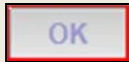
- Create a password hint as a reminder.

Password hint: [?]

- Click the **Save** button.

Step Action

10. Click the **OK** button.



11. The first time a user signs in to the system, he/she will be asked to accept an End User License Agreement.

A screenshot of an "END-USER LICENSE AGREEMENT" window. The title bar reads "END-USER LICENSE AGREEMENT". Below the title bar, the text reads: "IMPORTANT — READ CAREFULLY THIS IS A LEGAL DOCUMENT". A larger text block follows: "TO USE THE APPLICATION(S) YOU MUST AGREE TO THIS END-USER LICENSE AGREEMENT. BY CLICKING 'I AGREE' BELOW, YOU AGREE TO AND WILL BE BOUND BY THE TERMS AND CONDITIONS SET FORTH IN THIS END-USER LICENSE AGREEMENT. IF YOU DO NOT AGREE, YOU WILL NOT BE AUTHORIZED TO USE THE APPLICATION(S).". Below this, it says "SECTION 1 DEFINITIONS". The text continues: "The following defined terms shall have the meanings set forth below: 'EULA' shall mean this End-User License Agreement. 'Application(s)' shall mean the computer software programs offered to you over the Internet or Customer's intranet that are".

12. Click the **Agree** button.

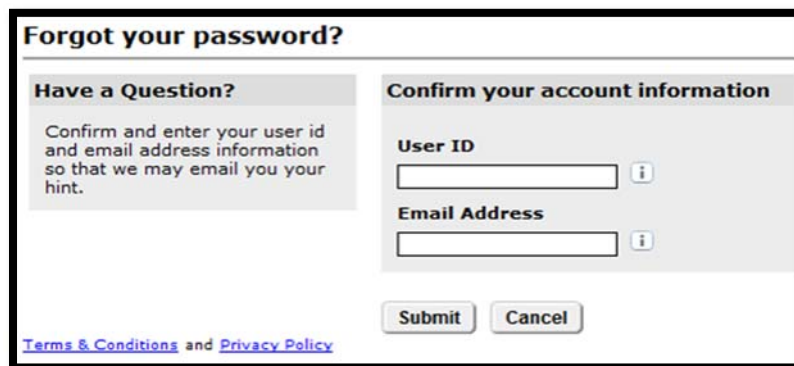


Forgotten, Unlocking, or Resetting Passwords

There is no longer a need to contact the P-Card Administrator due to a forgotten password.

Click on the **Forgot Your Password?** link on the CentreSuite home page. Enter the **User ID** and **Email Address** associated with the account in the fields provided and click the **Submit** button.

The password hint will be emailed to the user.

A screenshot of a web form titled "Forgot your password?". The form is divided into two columns. The left column is titled "Have a Question?" and contains the text: "Confirm and enter your user id and email address information so that we may email you your hint." The right column is titled "Confirm your account information" and contains two input fields: "User ID" and "Email Address", each with an information icon (i) to its right. Below the input fields are two buttons: "Submit" and "Cancel". At the bottom left of the form, there are links for "Terms & Conditions" and "Privacy Policy".

To unlock or reset the password, click on the **Unlock/Reset Password?** link on the CentreSuite home page. Enter the **User ID** and **Email Address** associated with the account in the fields provided and click the **Submit** button.

Instructions on how to unlock/reset the password will be emailed to the user.

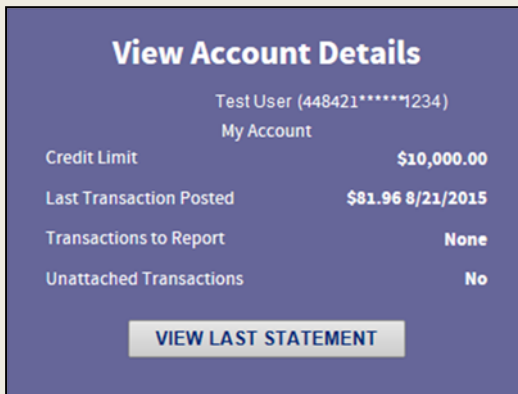
Explore the Home Page

Step Action

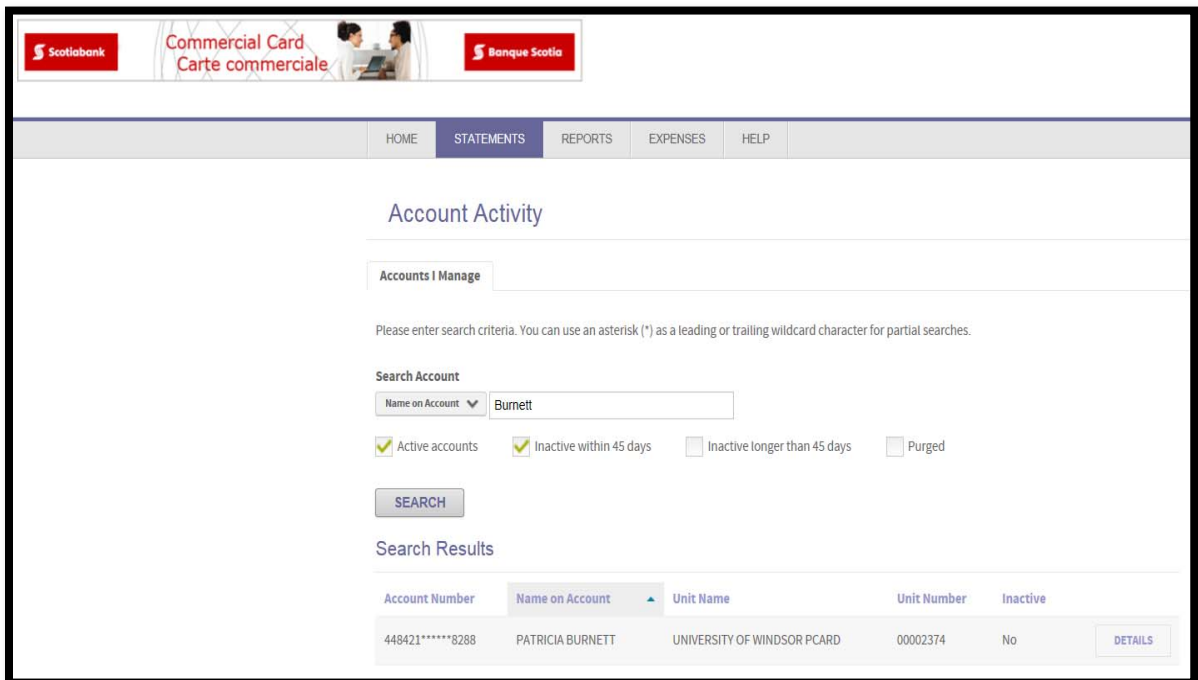
13. In the top right corner is the user drop down menu. From this menu a user can change his/her password.



14. The **View Account Details** section lists information about Cardholder accounts, including the credit limit and the last transaction posted.



15. One of the menu options includes **Statements** where account activity can be accessed. Click on detail button.



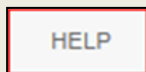
Step	Action
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16. **Expense menu** is to view transactions.

17. **Reports** menu is to access standard reports, to schedule reports, and to view the output log for report requests. Print out transaction report.



18. The **Help** menu provides access to context-sensitive help ("help on this page") and an index of help topics. Note that this is generic information. To find University of Waterloo specific manuals, see the Finance Training SharePoint site.



Logging out of CentreSuite

Step	Action
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19. Click the circular icon in the top right corner of the screen to log out of CentreSuite.



Payment

Payment for your travel card can be made through your personal online banking, at any Scotiabank Branch or via cheque to:

888 Birchmount Rd. – 4th floor, Scarborough, On M1K 5L1

Attn: Joey Nardi/Accounting Dept. Transit 11338.