

Instructions for adding the Wells Fargo OneCard Cycle Dates to your Google Calendar

Launch Inside Lehigh (<http://www4.lehigh.edu/insidelehigh/default.aspx>):

The screenshot shows the Inside Lehigh website homepage. At the top is the Lehigh University logo and navigation links for STUDENTS, FACULTY & STAFF, PARENTS, VISITORS, and ALUMNI. Below the logo is a horizontal menu with categories: ABOUT, ACADEMICS, RESEARCH, ADMISSIONS, STUDENT LIFE, ATHLETICS, and GIVING. The main content area is divided into several sections: 'Connect Lehigh' with a LOGIN button; 'Google Apps' with icons for Mail and Calendar; 'LTS Alerts' with a link to 'ALL SYSTEMS GO'; 'Libraries & Technology'; 'Campus Highlights' featuring a photo of a speaker and text about Mary Robinson; and 'EVENTS CALENDAR' listing various events like 'Contemporary Japanese Prints Exhibit' and 'Men's Golf at Martin Downs'.

Scroll down to Offices and Services:

Campus Map

View locations on a map and get recommended driving directions and parking information.

FIND A LOCATION

Popular Sites

Select a page >

GO

Jobs & Boards

Jobs at Lehigh

LUNA: Sale, Housing, Bulletins

Academic Resources

Registration & Academic Services

Lehigh In Photos



Colson Whitehead - MLK Address Speaker | Zoellner Arts Center

3/6/2018

LOCAL WEATHER

Bethlehem, PA



44°

2:23 pm EST

From the Popular Sites drop down menu, select Purchasing:

A screenshot of a vertical dropdown menu. The menu items are: Health Services, Human Resources, International Affairs, Institutional Research, Ombudsperson, Parking Services, Payroll, Police, Policy Statements, Post Office, President's Office, Printing & Mailing, Provost, Purchasing (highlighted in blue), Registrar, Research, Research and Sponsored Programs, Residential Services, Risk Management, and Stabler Arena.

From the Purchasing Home Page:

LEHIGH UNIVERSITY

Google Custom Search

INSIDE F&A OFFICES & SERVICES F&A POLICIES F&A NEWSLETTER

Finance & Administration
UNIVERSITY BUSINESS SERVICES

Home > Purchasing Services

Purchasing Services

PURCHASING SERVICES WILL BE CLOSED 2/19 AND 2/20. OUR NEW ADDRESS BEGINNING 2/21 IS: 306 S NEW STREET, SUITE 428

Lehigh University Sustainable Office Program
SILVER CERTIFIED

UBS NEWS
FARRINGTON SQUARE
COPY CENTER
THE MAIL CENTER
TRANSPORTATION
PARKING
MOUNTAIN HAWK DESIGN AND PRINT CENTER
PURCHASING SERVICES
Cooperative Contracts
Contract Review (LUCA)
For Faculty And Staff
Lab Store
OneCard
OMB Uniform Guidance
Policies
Travel Management
Sustainability
Unimarket
For Suppliers
TRADEMARK & LICENSING
UNIVERSITY BOOKSTORE AND LEHIGH SHOPS

Select Wells Fargo Bank OneCard/CCER System

The following screen will be displayed:

[Home](#) > [Purchasing Services](#) > [OneCard](#)

OneCard

LEHIGH UNIVERSITY ONECARD/CCER SYSTEM

[Wells Fargo Bank Commercial Card Expense Reporting \(CCER\)](#)

CONTACT INFORMATION

Lehigh University Program Administrator - 610-758-3840

Wells Fargo Bank Domestic Customer Service - 800-932-0036

Wells Fargo Bank International Customer Service - 415-243-1935

Wells Fargo Bank Receipt Email Address - wellsfargoscans@lehigh.edu

(Please Note: Cover Sheet and receipts must be scanned in one pdf and emailed)

[Instructions for saving coversheet as pdf](#)

Wells Fargo Bank Receipt Fax number - 844-879-2900

Scroll down to Cycle Dates and the OneCard Calendar:

CYCLE DATES

Instructions for Adding the OneCard Calendar Cycle Dates to Your Google Calendar

OneCard Program Cycle Date Calendar

OneCard

Today ◀ ▶ February 2018 ▾ Print Week Month Agenda ▾

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	31	Feb 1	2	3
				7am Last Day of the	7am OneCard Review	
4	5	6	7	8	9	10
				7am Last Day OneCa	7am OneCard Appro	
11	12	13	14	15	16	17
					7am Last Day OneCa	
18	19	20	21	22	23	24
25	26	27	28	Mar 1	2	3
				7am Last Day of the	7am OneCard Review	

Events shown in time zone: Eastern Time + Google Calendar

Click "Google Calendar"

Your Lehigh Google Calendar will launch (you must be already logged in).

The following screen will appear:

Add calendar

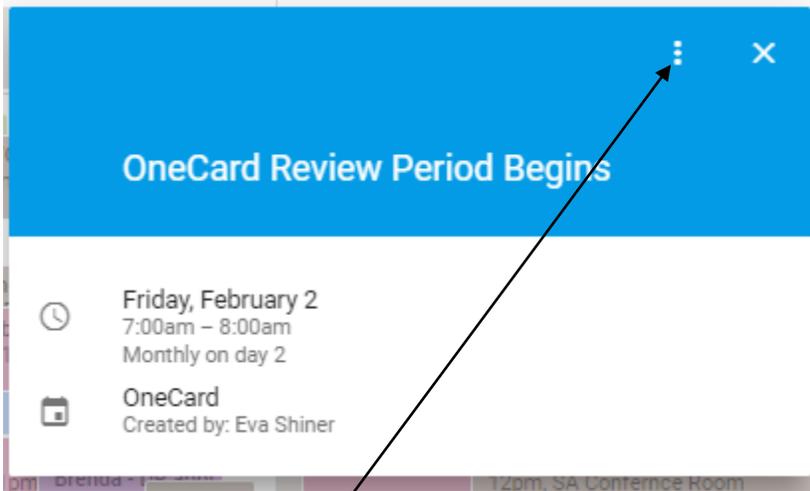
OneCard

CANCEL **ADD**

Click "Add"

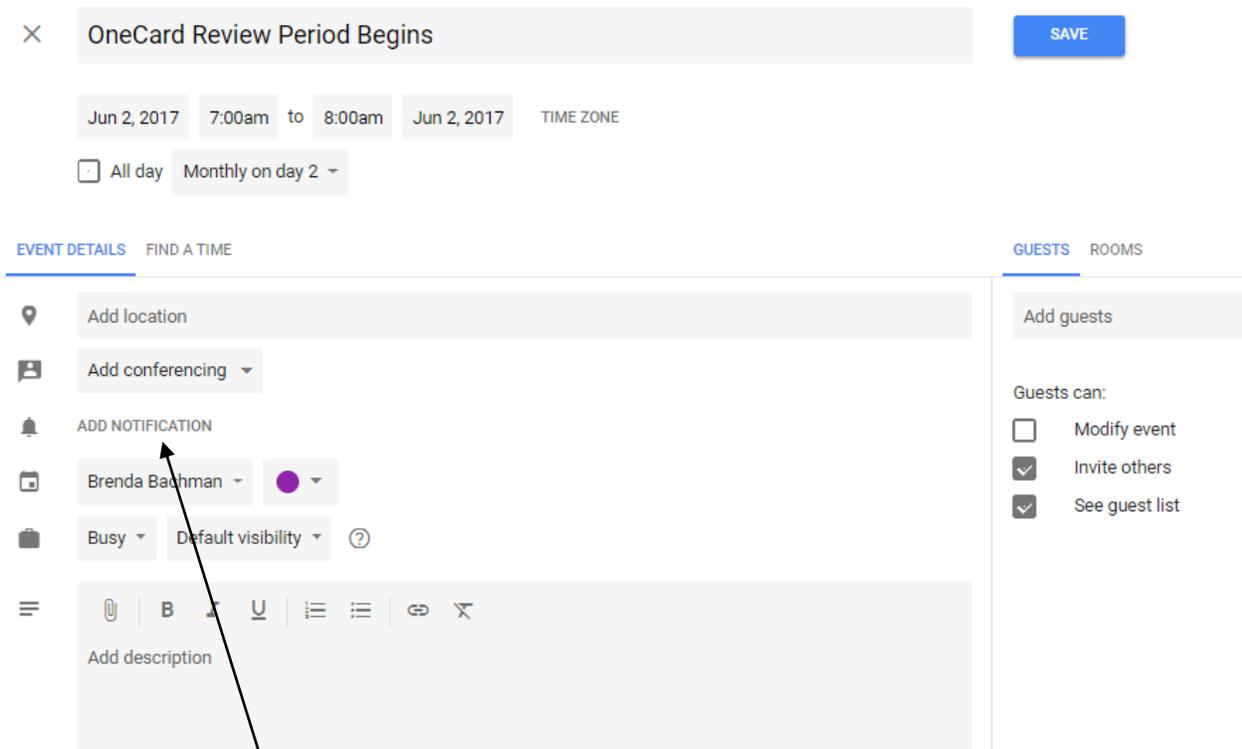
You will see the additions to your calendar on the appropriate dates from 7am to 8am.

Click on the OneCard appt for when the review period begins. The following will be displayed:



Click the three dots (options)

Click “Copy to <name>”. A screen similar to the following will appear:



Click “Add Notification”. The screen will change to the following:

OneCard Review Period Begins

Jun 2, 2017 7:00am to 8:00am Jun 2, 2017 TIME ZONE

All day Monthly on day 2

EVENT DETAILS FIND A TIME

Add location

Add conferencing

Notification 10 minutes

ADD NOTIFICATION

Brenda Bachman

Busy Default visibility

Add description

GUESTS ROOMS

Add guests

Guests can:

- Modify event
- Invite others
- See guest list

From the Notification drop down menu, select Email and the time period period to the start that you wish to be notified. Default is 10 minutes.

Click Save when complete

Repeat the above steps for the end of the review period and the beginning and end of the approval period.