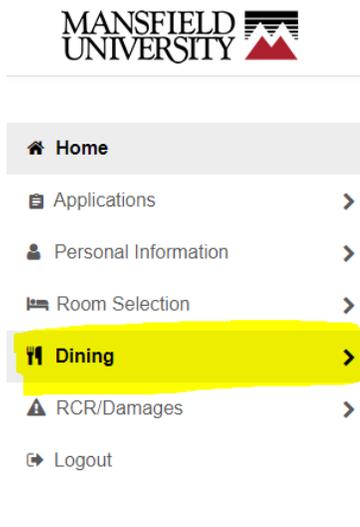


ADDING FLEX THROUGH SELF-SERVICE

Click on this link https://mansfield.datacenter.adirondacksolutions.com/mansfield_thdss_prod and then click on **My Mansfield Login**. Log in using your credentials.

Select the link to **MyHousing**.

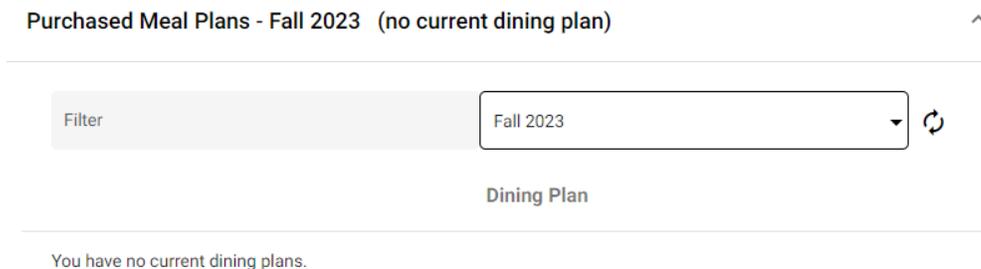
Tap on **Dining**



Then select Dining Plans



Under the drop down in **Purchased Meal Plans**, select the current term.



If you have a meal plan, it will show here. You have to make sure you're in the current term to purchase flex. Open the box for Voluntary Flex – MA – Fall (Or Spring when in Spring semester.)

Then select **Add Points**. Select Flex Dollars-Fall (or Spring when in Spring term) for Point Type, and enter the Number of Points (this is the dollar amount of Flex you wish to purchase. Minimum purchase is \$25.)

Click **Add** once your information is correct.

Voluntary Flex - MA - Fall ^

Transaction date	Amount
You have not purchased any dining points.	

Clear

Add Points

Point Type *	Number of Points *
Flex Dollars ▼ ↺	25 ↕

Add Clear

The charge for the additional flex will be added to your tuition statement balance within 24-48 business hours. The new flex will be available for use the next business day. (Please be aware if you purchase flex after 4 PM on a Friday, the funds won't be available until Monday morning.)