WEST VALLEY-MISSION COMMUNITY COLLEGE DISTRICT

U.S. BANK ACCESS ONLINE REGISTRATION

In order to begin utilizing U.S. Bank Access Online, you must first register. Access Online self-registration enables you to create your own User ID and Password and is easy to use. To register:

- Visit https://www.access.usbank.com and click on the **Register Online** link just below the **Login** button.

- When asked to enter your company short name use: **CALCRD**

- Type your 16-digit card account number in the "Account Number" field, without spaces or dashes (e.g. 1234567891234567)

- Select the month and year that your account expires from the "Account Expiration Date Month" drop-down list

- Click **I Accept** for the Terms of Service

- User IDs must be 7 to 20 alphanumeric characters but does not contain more than eight consecutive digits.

- Passwords must be 12-99 characters that includes an uppercase letter, a lowercase letter, a number, and a special character.

- Select three authentication questions and type in answers for them.

- Enter contact information in all fields marked with a red asterisk.

- Click on the **Continue** button at the bottom of the screen to complete the registration.

CONGRATULATIONS! YOU ARE NOW REGISTERED.

If you have any questions, please contact your program administrator. If you cannot reach your program administrator, please contact U.S. Bank Customer Service Desk at 1-877-887-9260.

For Questions Contact:
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