1. Go to **U.S. Bank Access® Online** website:  [https://access.usbank.com](https://access.usbank.com)

2. First, Click on **Register Online** link (do not fill in any information in the top boxes at this point)

3. After clicking Register Online you will be prompted to a new screen (see below). Enter the organization short name – UNORTH, account number (number on card), and expiration date (listed on card). If you have any questions about what account information to enter, please call Molly Rickert at 3-6448. Once the required information is entered, click **Register This Account**.
4. Review the license agreement; if you accept, click I Accept.

5. Enter your personal User ID of choice, password of choice, authentication question, and contact information. Contact information must be University contact information – NOT personal contact information. When complete, click Continue, and you will automatically be logged into your new account.

6. Call the phone number listed on your new procurement card and activate the card. You may now begin using your new card and Access® Online account.

Contact Amy Kliegl with any questions or concerns at 273-3040 or amy.kliegl@uni.edu.
To learn more about the online system you may refer to the Online Registration web-based training lesson and user guide available at: https://wbt.access.usbank.com. Contact Amy Kliegl for the most current passwords.