

# US Bank Access Online

Please check that your name is spelled correctly. If not, contact Jada Hensley at [hensleyje@etsu.edu](mailto:hensleyje@etsu.edu).

**\*If you already have an account you will only add your new card to your existing account! \***

**First you will need to activate your card using one of the two methods below:**

**Method 1: Activating Your ProCard by Phone and information needed:**

1. Call 1-800-344-5696
2. 16-digit ProCard credit card number
3. Work zip code listed in ETSU Faculty/Staff directory at [www.etsu.edu](http://www.etsu.edu)
4. Last 4 digits of the cardholders Social Security Number
5. Preferred work phone number
6. Consent for all phone numbers provided to be used to transmit recorded messages, texts, etc.
7. You will be asked to create a Pin

**Method 2: Activating Your ProCard on US Bank website:**

1. Go to US Bank Access online website: <https://www.access.usbank.com>
2. Click on Activate Your Card link and enter required fields.

**Next you will need to create your US Bank Access Online Account:**

**\*Please refrain from using your personal address, please use your ETSU address.**

1. Go to US Bank Access online website: <https://www.access.usbank.com>
2. Click on the Register Online link on the Access online website
3. For Organization Short name enter: ETSU
4. Add card number and expiration date for 1 of your cards
5. Click on register this account, do not click on additional accounts. You can add additional cards later.
6. Use your ETSU domain name for your User ID, if it is not long enough adding a number(s) to the end to meet required length.
7. User ID has to be at least 7 characters in length.
8. Create your password
  - Must be 14 characters in length
  - Includes 1 uppercase letter, 1 lowercase, 1 numeric, and 1 special character (\$, %, \*, &, #...)
  - Do Not include your user name or user ID
9. Follow set up instructions from there

**If you have more than one card or you have obtained an additional card, you will be able to add them to this one account.**

1. Log into your existing Access Online account.
2. Select the **My Personal Information**.
3. Click the **Add Accounts** link.
4. Type the account number in the **Account Number** field.
5. Select the account's **expiration date month**.
6. Select the account's **expiration date year**.
7. Type the account's **ZIP code**, same as above.
8. Click the **Add Account** button.