US Bank Access Online

**Please check that your name is spelled correctly. If not, contact Wendy Dover at doverw@etsu.edu**.

**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
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:**

1. Go to US Bank Access online website: <https://www.access.usbank.com>
2. **Cl**ick 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 add 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 12 characters in length
* Includes 1 uppercase letter, 1 lowercase, 1 numeric, and 1 special character ($, %, \*, &, #...)
* Do Not include your user name or user ID
1. Follow set up instructions from there

**If you have more than one card, you will be able to add additional cards to this one account.**

**In US Bank Access Online, complete the following trainings with certification:**

1. Cardholders
	1. Getting Started using Access Online
* My Personal Information
* Navigation Basics
* Alerts and Notifications
	1. Work with Transactions
* Transaction Management
1. Approvers
	1. The same classes as Cardholders
	2. Work with Transactions
* Transaction Approval Process