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:

- Go to: [https://access.usbank.com](https://access.usbank.com) and click “Register Online”
- 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
- Type your 5-digit billing address zip code in the “Account ZIP/Postal Code” field (91789)
- Click “Register This Account”
- The Licensing Agreement page displays for your review; if you agree, click “I Accept” to continue
- User IDs must be 7 to 12 characters in length and can be alpha and/or numeric; user IDs must also be unique so try to think of a distinctive ID (e.g. if your name is John F Smith try the User ID jofsmith3)
- Passwords must be 8 to 20 characters in length, with at least one alpha and one numeric character
- Complete the contact information fields; fields with a red asterisk are required
- Phone and Fax Number fields should not include dashes, hyphens, parenthesis or spaces in (e.g. 1234567890)
- When you are finished entering Your Card click “Continue”
- **CONGRATULATIONS! YOU ARE NOW REGISTERED TO ENTER Access Online.**

NOTE, if any information you entered is not valid, the system will return an error message. You have three attempts to correct the information. If all three attempts fail, the account with incorrect information will be locked out from self-registration. You will need to contact U.S. Bank Customer Service at 1-877-887-9260 to unlock your account.

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:**
Mina Hernandez 408-741-2187