Online Registration

You can use this quick reference guide as a fast reminder of the basic steps for registering online.

1. Navigate to https://access.usbank.com and then click the Register Online link.

2. Specify:
   - Organization short name: Vandy
   - Account Number: On Face of Card
   - Expiration Date: On Face of Card
   - ZIP Code: Found on Card Envelope

3. Click Register This Account.
   (If you have more than 1 card you will need to add Additional Accounts)

4. Review the license agreement and then click I Accept.

5. Specify your user ID, password, authentication question, and contact information.
   - We suggest using VUnet ID. Add additional characters to meet 7 character minimum requirement as needed.
   (Example: Bob Lowe; Lowe12)
   - Password must be minimum 8 alphanumeric characters.

6. Click the Continue button to complete the process. You will be automatically logged into Access Online.

Learn More: For more detailed information, refer to the Online Registration web-based training lesson and user guide available at:
https://wbt.access.usbank.com
Contact your Pcard Administrator for the most current passwords.