UT San Antonio™
The University of Texas at San Antonio

Register Your U.S. Bank One Card Online Account

Learn how to set up your US Bank Access Online account

Financial Affairs

Introduction

Access Online is US Bank's online card management system.

As a cardholder, you must register and maintain active access to review statements and transactions.

Online registration (1)

Go to https://www.access.usbank.com and click/select Register Online.

This displays the Online Registration Account Information screen.

1. Enter **UTSA** as the organization short name.

2. Enter your account (card) number and card expiration date.

3. Select Send a Code.

Online registration (2)

Tips:

If you make a mistake while entering your information, Access Online will display an error message. Check your entries for formatting (e.g., that you do not have spaces in your account number), correct the information, then continue.

If Access Online displays the error message "A required field has been left blank, please complete", check the required fields and complete the blank ones.

If you cannot continue, contact the bank's Cardholder Help Desk (1-877-887-9260) or our Credit Card Administration office for assistance.

If you are locked out during registration, contact Credit Card Administration to regain access.

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Online registration (3)

Look for the passcode in your email inbox; your email address is shown onscreen. If the email is incorrect, please contact Credit Card Administration for assistance.

Enter the passcode on the Online Registration Passcode screen.

If needed, you can request a new passcode by selecting the "Send me another code" link.

Select Continue.

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Online registration (4)

The Licensing Agreement displays.

1. Review the licensing agreement.

2. Select the "I Accept" button.

Online registration (5)

The Password and Contact Information screen displays.

Required fields have red asterisks.

1. User ID: Enter a user ID that meets the site's requirements.

2. Password: Enter a password/password phrase, then enter it again in the Confirm Password field. Or select the Information icon for suggestions and requirements.

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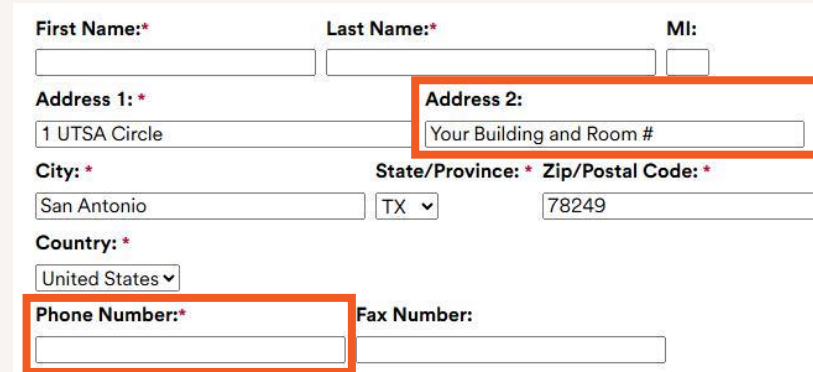# Online registration (6)

3. Specify your three authentication questions and responses. These are required. You can update these at any time using the My Personal Information function.

4. Enter your contact information as prompted.

    In the address section, enter your UT San Antonio address. Address 2 field: Enter the **UT San Antonio building and room number** where you receive mail/deliveries.

    Phone Number field: Enter the number you use to receive your DUO authentication text messages.

5. When you're ready, select Continue.

Online registration (7)

Next, you must enroll in Enhanced Security Authentication.

With Enhanced Security Authentication, every time you log in to Access Online, you will request and enter a single-use passcode, which provides additional security.

On the Enhanced Security Authentication Enrollment Preferences screen

1. Select which Enhanced Security Authentication option you want to use—text or email.

2. Select Continue.

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Online registration (8)

A screen displays for you to enter your mobile/cell phone number or email address.

It also has links to review the Privacy Policy and Terms and Conditions. These open in a new window for you to review.

Select the Privacy Policy link:

1. Review the privacy policy.

2. Return to the Enhanced Security Authorization screen.

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Online registration (9)

On the Enhanced Security Authentication screen, select Terms and Conditions.

The Terms and Conditions screen displays:

1. Review the terms and conditions for Enhanced Security Authorization.

2. Select Back to Enrollment at the bottom of the screen.

Online registration (10)

On the Enhanced Security Authentication screen

1. Enter your phone number. Or, if you had opted earlier to use your email address, the system will either use the email address in the system or prompt you to specify your email address.

2. Select the "I have read and agree to the Terms and Conditions" agreement check box.

3. Select Continue.

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Online registration (11)

The Enhanced Security Authentication Passcode screen displays a field for the one-time passcode.

Look for the passcode in your texts or your email inbox. If you do not receive your passcode within 10 minutes, select "Send me another code".

Return to the Enhanced Security Authentication Passcode screen:

1. Enter the passcode.

2. Select Continue.

Online registration (12)

The Licensing Agreement displays.

Review its content and select the "I Accept" button to accept the terms of the licensing agreement and continue.

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Online registration (13)

Your Access Online Dashboard displays.

Now that you have enrolled in Enhanced Security Authorization, you will request a single-use passcode each time you log in.

You will receive a pop-up message, please review and select close.

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Questions?

If you have questions about this job aid, you can contact us at

Credit Card Administration

Website

Email: creditcards@utsa.edu

Phone: 210-458-4213

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