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1. Go to this link: https://www.access.usbank.com

2. Click on Register online at the bottom

3. Enter Organization Short Name -CALCRD

4. Enter Account Number which is your 16 digit credit card number and the cards expiration date

5. Press send code, it will send an email with a code to your santarosa.edu email

6. Type the passcode your received into the passcode box

7. Next create a username and password and 3 security questions

8. Lastly enter in your First and last name, and address information.

9. If it ask for your ssn, do not type in SSN use four zero's (0000) instead