



Registration Instructions

With your St. John's College 1Card handy, go to www.stjohnscollege1card.com and click on My Account on the top Navigation Menu. Under 'Register for Web Account Access' click the **Register Now** link.

Cardholder Registration Page: First section:

1. **Card Number** - Enter your 16 digit number (without spaces). It is located under your Student ID number on the front of your St. John's College 1Card.
2. **Security Code** - Enter the 3 digits located to the right of your 16 digit number.
3. **Last Name** - Enter your last name.

Cardholder Registration Page: Second section

Enter **one** of the following (do not enter both).

1. **Student ID** – Please enter your Student ID number - located on the front of your St. John's College 1Card.
2. **Date of Birth** - Enter in mm/dd/yyyy format.
3. Click the Submit Button

Create User Profile Page: Complete the form as follows:

1. Create your **username** – A valid username is one word without spaces or special characters.
2. Create your **password** – A valid password is at least 5 characters without spaces or special characters.
3. Re-enter your password to confirm.
4. Select a **secret question** from the drop-down list and provide your answer.
5. Enter your **email address**.

Cardholder Terms & Conditions Page: Upon review:

1. Click "Yes"
2. Enter Initials
3. Click "Accept Terms"

Registration & Card Activation Successful Confirmation Page: Congratulations you have successfully registered your account. To access your account, click on **Click Here** to return to the login page and enter the username and password you just established.

If you are unable to successfully register please call **1-866-568-5121**, Monday through Friday between 8 a.m. and 6 p.m. ET for assistance.