



## *How to Create a Guest User Profile*

To balance the need for cardholder privacy with the desire of many students and parents to have shared account access, the St. John's College 1Card Program has created the "Guest User" feature. Cardholders select the level of guest account access privileges by choosing one, two or all three of the following:

- **Add Value & Manage Payment Methods** - Guests can store a debit/credit card in the secure account center making it easier to add value or create an Auto Reload to automatically transfer funds to a Campus Cash account on a pre-determined schedule.
- **View Account Balances** – Guests can see available balance.
- **View Account Transaction Activity** – Guests can see transaction activity.

To set up a Guest User, cardholders must first register their own Campus Cash account. For instructions on how to register a Campus Cash account, go to [www.stjohnscollege1card.com/pdf/SJC\\_How\\_To\\_Register.pdf](http://www.stjohnscollege1card.com/pdf/SJC_How_To_Register.pdf).

1. Visit [www.stjohnscollege1card.com](http://www.stjohnscollege1card.com) and click on “**LOG IN/REGISTER**” in the upper right corner of the screen
2. **Log In** to your Campus Cash Account using your Username and Password
3. On the Left Menu, click on **My Profile**
4. Under the My Profile Menu, click on **Guest Users**
5. On Page, click on **Add New**
6. On Page, under **My Authorized Guests**, complete form and choose Account Access Privileges.
7. Click **Submit**
8. **Congratulations!** You have successfully added a Guest User!

If you have any questions, please contact the St. John's College 1Card Service Center at **1-866-568-5121**, Monday through Friday between 8 a.m. and 6 p.m. ET or via email at [mycard@stjohnscollege1card.com](mailto:mycard@stjohnscollege1card.com)