



## **Registration Instructions**

With your St. John's College 1Card handy, go to [www.stjohnscollege1card.com](http://www.stjohnscollege1card.com) and click the **LOG IN/REGISTER** button in the upper right corner of the screen. Then click **[Register Now]** in the right cell on the Cardholder Account Center page.

### **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**

1. **Student ID** – Please enter your Student ID number - located on the front of your St. John's College 1Card.
2. 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 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)