



## 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 myONECARD Program has a "Guest User" feature. This gives cardholders the ability to grant account access to another individual, usually a parent, so that value can easily be added to the myONECARD account.

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 credit/debit card in the secure account center to make it easier to add value or create a Recurring Allowance to automatically transfer funds to the myONECARD 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 myONECARD account. For instructions on how to register a myONECARD account, go to <http://www.govst.edu/myONECARD/>

1. Click on "Register Your Card" Instructions. Once you have reviewed the instructions,
2. Click on the Card Account Center and Register for Web Account Access (first time only).
3. Log in to your myONECARD account using the username and password you used to register your card.
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 the form and choose the Account Access Privileges you want to assign to that Guest User.
7. Click **Submit**
8. **Congratulations!** You have successfully added a Guest User!

If you have any questions, please contact the GSU myONECARD Account Service Center in C1330 or call: **708.235.7110**, or send us an email at: [myONECARD@govst.edu](mailto:myONECARD@govst.edu)