REGISTRATION INSTRUCTIONS

With your GSU myONECARD handy, go to **www.govst.edu/myONECARD** and click the LOG IN/REGISTER button on the right side 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 ISO number (without spaces). It is located on the lower right side of the front of your myONECARD.

2. **Security Code** - Enter the 3-digit number located to the right of your 16-digit card number.

3. **Last Name** - Enter your last name.

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

1.**University ID –** Enter your University ID Number located on the front of your myONECARD **OR**,

2. **Date of Birth** – Enter in mm/dd/yyyy format

3. Click the Submit Button

If your ID # is fewer than 7 digits, add one or more 0's (zero) to the front of it to make it 7 digits in length.

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 contact Auxiliary Services & University Housing (C1330) at 708.235.7110 or visit www.govst.edu/myONECARD