Access® Online

Card activation online

Quick start guide
Version 1-2
Cardholder
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Card activation online

You can easily activate your card online without having to call us to activate your card. If you have a card that uses a PIN, you can also specify and update your PIN online.

**Tip!** You need to have a valid email address in Access Online before you begin. If you do not, contact your Program Administrator.

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**Access Online**

**Welcome to Access Online!**

Please enter the information below and login to begin.

* = required

**Organization Short Name:**

LAUSD

**User ID:**


**Password:**


**Login**

1. Click **Activate Your Card**.

**Forgot your password?**

**Register Online**

**Activate Your Card** | **Change Your PIN**
Access Online

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Activate Your Card – Information

Enter Card Information
Complete the fields below to activate your card. All fields required unless noted as (optional).

Card Number
Expiration Date
Month  Year
Work Phone
Last 4 digits

2. Type your 16-digit account number.
3. Specify the expiration date.
4. Specify the last four digits of your work telephone number.
5. Click Submit.

Activate Your Card – Email Confirmation

Information Submitted. Check Your Email.

If your information matches what we have on file, we’ll send an email to your email address on file with instructions on how to finish the process. Contact the number on the back of your card if you don’t receive an email.

6. Wait for two email messages to arrive.

Go to Login
7. Click the here link.

8. Copy the passcode.
Access Online

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Activate Your Card – Passcode

Enter Passcode
Enter the passcode sent to your email address.
All fields required unless noted as (optional).

Card Number
**1234
Passcode

9. Paste the passcode.

Additional Contact Information
To keep our records updated, please enter your mobile telephone number.

Mobile Phone (optional)

10. Type your mobile telephone number if you want to get communications from us.

11. Click Submit.
If your card requires a PIN (e.g., you are authorized to withdraw cash, your card is an EMV card), then specify your new PIN two times. Your PIN cannot be all zeros.

13. Click Submit.

14. Click the Go to Login button to log in to Access Online.
Change your PIN

If you use a PIN for your card (e.g., an EMV card), then you can easily change your PIN online.

Access Online

Welcome to Access Online!

Please enter the information below and login to begin.

* = required
Organization Short Name:* 

User ID:* 

Password:* 

Login

Forgot your password?
Register Online
Activate Your Card  |  Change Your PIN
2. Type your 16-digit account number.

3. Specify the expiration date.

4. Specify the last four digits of your work telephone number.

5. Click Submit.

6. Wait for two email messages to arrive.

If your information matches what we have on file, we’ll send an email to your email address on file with instructions on how to finish the process. Contact the number on the back of your card if you don't receive an email.

Go to Login
7. Click the here link.

8. Copy the passcode.
Change Your PIN - Passcode

9. Paste the passcode.

10. Type your mobile telephone number if you want to get communications from us.

11. Click Submit.

By providing us with a telephone number for a cellular phone or other wireless device, including a number that you later convert to a cellular number, you are expressly consenting to receiving communications — including but not limited to prerecorded or artificial voice message calls, text messages, and calls made by an automatic telephone dialing system—from us and our affiliates and agents at that number. This express consent applies to each such telephone number that you provide to us now or in the future and permits such calls for non-marketing purposes. Calls and messages may incur access fees from your cellular provider.
Learn more: If you are in Canada, then you also need to review and agree to our privacy policy. Click the Canada Data Privacy Policy link and review the policy. Click the Agree button.

Learn more: Program Administrators can track the status of card activation by running an Account List report.
Survey

Please take a few minutes to respond to a short survey on our training.