

With your Berklee Card handy, go to [www.berkleecard.com](http://www.berkleecard.com) and click on "My Account".

### **Cardholder Registration Page: First section:**

1. **Card Number** - Enter your 16 digit number (without spaces). It is located above the bar code on the front of your Berklee Card.
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**

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

1. **Student ID** – Please enter your 7 digit Berklee ID number - located on the front of your Berklee Card.
2. **Date of Birth** - Enter in mm/dd/yyyy format.
3. 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 are unable to successfully register please call **1-866-865-2375**, Monday through Friday between 8 a.m. and 6 p.m. ET for assistance.