



With your Mount Ida One Card handy, go to www.mountidaonecard.com, click on My Account on the Left Menu Panel.

Cardholder Registration Page: First section:

1. **Card Number** - Enter your 16 digit number (without spaces). It is located below your college ID number on the front of your Mount Ida One Card.
2. **Security Code** - Enter the 3 digits located to the right of your 16 digit card number.
3. **Last Name** - Enter your last name.

Cardholder Registration Page: Second section

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

1. **Student ID** – Please enter your 9-digit college ID number - located under your name on the front of your Mount Ida One Card **OR**,
2. **Date of Birth** – Enter in mm/dd/yyyy format.
3. Click the Submit Button

Faculty/Staff: Enter your ID Number in the Student ID field and leave the Date of Birth blank.

1. **Student ID** – Please enter your 9-digit faculty/staff ID number - located under your name on the front of your Mount Ida One Card.
2. **Date of Birth** – leave blank.
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 contact the Mount Ida One Card Service Center at **1-888-424-4045**, Monday through Friday between 8 a.m. and 6 p.m. ET or via email at mycard@mountidaonecard.com for assistance.