

Activate Your TWU U.S. Bank Card!



TEXAS WOMAN'S
UNIVERSITY™

Activate Online *Recommended!

1. If activating online, you will need access to the TWU email address on file for the PCard or Travel Card.
2. Go to access.usbank.com and select the **Activate Your Card** link at the bottom of the page.
3. Enter the full card number, expiration date, and last 4 digits of your TWU Phone Number.
4. You will receive 2 emails to activate your account.
5. Select the first email with the link to activate your account, then enter the passcode from the second email. Optional: Add your mobile phone number.
6. Select **Submit**.
7. Set a new PIN. This is required to prevent issues with your PCard or Travel Card.
8. Select **Submit**.
9. Congratulations! Your card is now activated!

Activate by Phone

1. If activating by phone, **you will need an Activation Code**. Your Activation Code is the last 4 digits of your Person Number.
 - Find your Person Number in Oracle Cloud: Me → My Activity Center
 - If your Person Number is less than 4 digits, add 0's at the start. For example, Person Number of '123' Activation Code would be '0123'
2. Call 800-344-5696. Enter the **full card number**.
3. Enter **76209** as the Zip Code.
4. Proceed to the Main Menu and press **1** to **activate** the account.
5. The system will ask you to enter a 4-digit Activation Code, last 4 of your Social Security Number, or last 4 of your Employee ID during this step. **Provide the Activation Code in Step 1 above**. Do not provide your Social Security Number or Employee ID.
6. Enter your **TWU Phone Number**.
7. Listen to Express Consent notification. Accept or decline the terms to activate your card.
8. You will hear a prompt that your card has been activated. Stay on the line to select your PIN.
9. Enter and confirm the PIN.
10. Congratulations! Your card is now activated!