

With your son or daughter's KeyKard handy, go to <https://keystone.campuscardcenter.com> and click on [Register Now].

Cardholder Registration Page: First section:

1. **Card Number** - Enter the 16-digit number (without spaces). It is located below your 6-digit Student ID number on the front of your KeyKard.
2. **Security Code** - Enter the 3 digits located to the right of the 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 student's ID number - located on the front the 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 Student Business Services at **(570) 945-8374**, Monday through Friday between 8 a.m. and 5 p.m. ET or e-mail keykard@keystone.edu.