



Online Account Registration Instructions

Go to <http://www4.wittenberg.edu/administration/dining/index.html>

Click on Manage My Accounts

Click 'Register Now' in the 'Register for Web Account Access' section

Cardholder Registration Page: First section

1. **Card Number** - Enter the 16 digit number (without spaces) This number is not printed on your card was provided to you by Dining Services via email.
2. **Security Code** - Enter the 3 digit code also provided to you by Dining Services via email.
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 10 digit Student ID number (including the leading zeros)
2. **Date of Birth** – Leave DOB 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.

***For assistance or more information, call (888) 865-9752
Mon. – Fri. 8am – 6pm***