

# Access Online Quick Reference Guide

## Logging into Access Online

<https://www.access.usbank.com/cpsApp1/AxolPreAuthServlet?requestCmdId=login>

1. Organization short name: **EKU**
2. User ID: Your user ID will be your last name followed by your first name, no spaces. For example, **John Doe** would be **doejohn**
3. Password: Your initial password will be **Newp@ssword2020**

**\*\*TIP\*\*** Your password must be at least 14 alphanumeric characters and must contain at least one alpha character, one numeric character, and one special character. You cannot use more than eight consecutive numbers and you cannot reuse your password for 12 months. Passwords are case sensitive and cannot be copy and pasted.

## Allocating a Transaction

1. Select Transaction Management from the menu on the left-hand side of the page.
2. Select Transaction List
3. Select your billing cycle close date from the drop down menu then select Search
4. Select Add Allocation on the far right side of the screen. If you are allocating sever transactions to the same FOAPAL string, you may choose “Mass Reallocate” at the bottom of the screen.
5. Enter your FOAPAL information either by typing into the boxes or searching for the needed codes by clicking on the magnifying glass.
6. Select Save Allocations at the bottom of the screen.

## Retrieving Your Statement

1. Select Transaction Management from the menu on the left-hand side of the page.
2. Select Transaction List
3. Select your billing cycle close date from the drop down menu then select Search
4. Select Print Account Activity to the right of the Search button