

With your Berklee Card handy, go to www.berkleecard.com and click the gray "Log In/Register" button in the upper right corner of the screen. Then click [Register Now] in the right cell on the Cardholder Account Center page.

Cardholder Registration Page: First section:

1. **Card Number** - Enter your 16 digit number (without spaces). It is located above the bar code on the front of your Berklee Card.
2. **Security Code** - Enter the 3 digits located to the right of your 16 digit number.
3. **Last Name** - Enter your last name.

Cardholder Registration Page: Second section:

1. **Student ID** – Please enter your 7 digit Berklee ID number or 9 digit Boston Conservatory ID- located on the front of your Berklee Card.
2. 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**.

*Please note when entering your username and password that it is case sensitive

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 the Berklee Card Service Center at **1-866-865-2375**, Monday through Friday between 8 a.m. and 6 p.m. EST or via email at mycard@berkleecard.com for assistance.