Access Online Quick Reference Guide

Logging into Access Online

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

1. Organization Short Name: EKU
2. User ID: Your User ID will be your last name first name. For example John Doe would log in using doejohn
3. Password: Your initial password will be “Password2018”
4. You should then be prompted to setup a new password

TIP: Your password must be 8 – 20 alphanumeric characters. Your password must contain at least one alpha character, one numeric character, and one special character. You cannot use more than eight consecutive numbers. You cannot reuse a password for 12 months. Passwords are case sensitive.

Allocating a Transaction

1. Select “Transaction Management“ in the menu to the left hand side of the page.
2. Select “Transaction List”
3. Select your billing cycle close date from the drop down menu---select search
4. Select your Default coding on the far right side of the screen
   a. If you are allocating several 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 the search button
6. Select Save Allocations at the bottom of the screen

Retrieving your Statement

1. Select “Transaction Management” on the left side menu
2. Select “Transaction List”
3. Choose the billing cycle for the statement that you need
4. Select Print Account Activity

Note**You should only be printing your statement once all of the transactions for that cycle have been allocated!!