



Southeastern
Baptist Theological Seminary

Registration Instructions

With your Southeastern 1Card handy, go to www.southeastern1card.com, click on "Log In/Register" in the upper right, then select "Register Now" in the "Register for Web Account Access" window.

Cardholder Registration Page: First section:

1. **Card Number** - Enter your 16 digit number (without spaces). It is located below your college ID number on the front of your Southeastern 1Card.
2. **Security Code** - Enter the 3 digits located to the right of your 16 digit card number.
3. **Last Name** - Enter your last name.

Cardholder Registration Page: Second section

Students: Enter your Student ID Number.

1. **Student ID** – Please enter your 9-digit student ID number - located above your picture on the front of your Southeastern 1Card.
2. Click the Submit Button.

Faculty/Staff: Enter your ID Number in the Student ID field.

1. **Student ID** – Please enter your 9-digit faculty/staff ID number - located above your picture on the front of your Southeastern 1Card.
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**.

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 contact the Southeastern 1Card Service Center at **1-888-224-0931**, Monday through Friday between 8 a.m. and 6 p.m. EST or via email at mycard@southeastern1card.com for assistance.