

EVENT CARD APPLICATION AND ACTIVATION

To become a cardholder, employees must complete the Event card training contained in D2L. It can be accessed here: [D2L Event Card Orientation](#). The Welcome screen will guide you to the Introduction which provides information about course content and navigation.

After completing the Event Card Basics and Purchases and Reconciliation modules, the Event Card Application module will become available. Specific instructions for completing the application are provided in that module. Please follow the instructions carefully - opening the application link in a separate browser window is recommended so that you can follow the instructions while completing the application.

Once the application is submitted, an email is sent to the person listed as the applicant's supervisor/manager requesting approval/denial. This is done simply by forwarding the email to the card administrator listed in the email.

Once the approval is received, the Office of the Controller card administrator will process the application and provide additional information to the cardholder regarding mailing and activating the card - see below.

Once your card is received, please follow the instructions on the sticker, and separate insert, to activate your card and set your PIN. Your verification id will be required for activation. It is your ZPID - including the Z (which is 9 on a noncharacter based phone). There will be a pause after activation and then you will be asked to set up your PIN. Please do so to avoid future complications and declined transactions.

We also ask that you register your card with Global Card Access, as this is your point of contact with the university's issuing bank, Bank of America. Registering allows you to verify and update your PIN, as well as check credit limits and balances. Instructions will be emailed as part of the communication from the Office of the Controller card administrator and can be found here.

[Global Card Access Registration Guide](#)

For any issues or concerns with this process please email accounting@ctrl.msu.edu or call 571-355-5000 for assistance.

