



Cardholder Registration Instructions

With your CobyCard handy, go to www.cobycard.com, click on **Log In/Register** in the upper right Menu. Next, click on **Register Now** on the right-hand column.

Cardholder Registration Page: First section:

1. **Student ID** - Enter your 9 digit student ID number.
2. **Last Name** - Enter your last name.

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 CobyCard Service Center at **1 877-711-6261**, Monday through Friday between 8 a.m. and 6 p.m. EST or via email at campuscardcenter@cobleskill.edu for assistance.