The Student will need to enter the 16 digit code from the Valley OneCard and click on **GO**

The student will enter the Name on the Card - The Security Code is the 3 digit code on the back of the card

The student must enter the Month and Day of their birth - Click on the round box for either – Student or Student with assistance

Click on **Next**

If there is an error the student should try again – If the student does not have a birthday on file send them to the pay station (it can be re-set)
The student should use the e-mail account they check most often. Students should know that the KVCC e-mail address is the address where they receive information from the Financial Aid Office, they should be checking their KVCC e-mail address frequently.

The student will need their Social Security Number and Drivers License (if they have one) to open an OneAccount.

In addition, they will need their existing bank account information (a copy of a check) to make a direct deposit (They will also need to print a form that must be mailed or faxed).