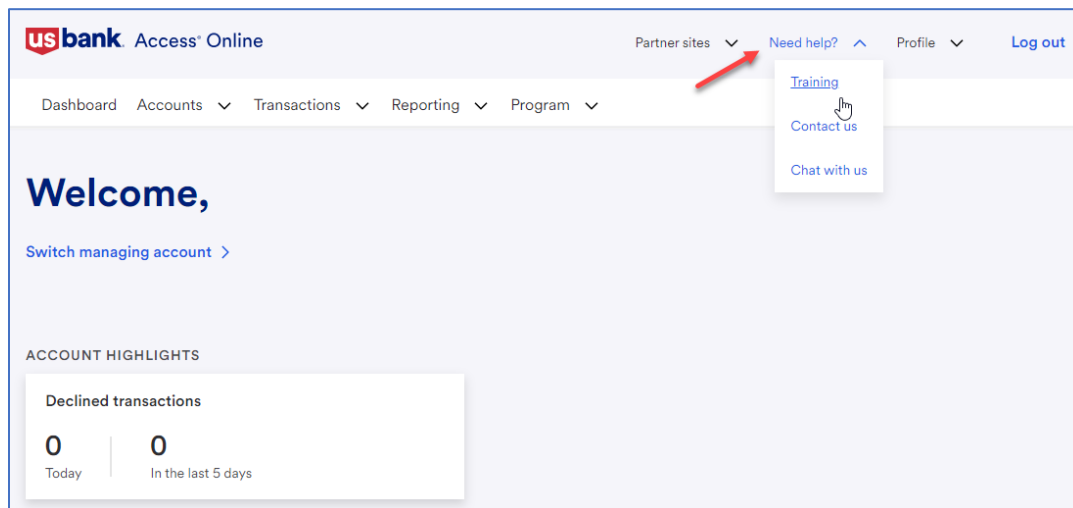**State of Alaska**
Department of Administration

USBank AccessOnline Training

USBank AccessOnline offers online training allowing users to utilize documents/tools to learn how to navigate through, and to take action within AccessOnline.

1. Sign into AccessOnline Login

2. Navigate to the Need Help? Link on the top right side and select Training.

The Web-based training page includes Announcements and various training topics.

Training may be documents, slide based training, or you may register for instructor led training. Depending on the type of user role you have in USBank AccessOnline, you may narrow your training options by changing your role. You may also use the Search feature to find training options.

Select a topic area to review from the left page under Learning topics.

Please note that the State of Alaska does not utilize all the areas/subject matters available in the training module.

Revised: October 2024

Access® Online
Web-based training

Get help | Contact us | Français

Welcome,   Log out   Search   Search

Home   WBT reporting   Access Online class registration

Home

Learning topics

Announcements   >

All topics   >

Getting started
Login and passwords   >
Cardholder-initiated account setup   >
Cardholder application portal   >
Navigation   >
Mobile app   >

Accounts
My personal information   >
Account information   >

Transactions and approvals
Transaction management   >
Transaction approval process   >
Account approval process   >

Orders

Filter

Change role   Commercial Cardholder ⌄
Commercial Administrator
Commercial Cardholder

Status

☑ Select all   ☐ Unassigned   ☐ Assigned   ☐ In progress

Completed   ☐

Apply

Home / Announcements

Welcome to Access Online web-based training! Open the learning topics to search and/or select training.

Announcements   August 22, 2024

Cards: We added a new _PIN update quick reference_ that covers how to request a new PIN. We also updated the _Card activation online quick reference_.

Getting started: We updated the _Cardholder onboarding video_ with updated screens on the cardholder home page.

Navigation updates: We are updating training content to show the new navigation options in Access Online. With this release,