PIN Information

A PIN is classified as a Personal Identification Number. There is a PIN for your Travel Card. When activating your Travel Card, you will be prompted to establish a PIN. This guide will assist you with retrieving your PIN if you forget it or need to reset it.

Accessing Bank of America’s Global Card Access website

1. To retrieve your Travel Card PIN information, you’ll need to register your card on Bank of America’s Global Card Access website: https://cardportal.works.com/gar/.
2. Click on the Register Now hyperlink.

3. Enter your full 16-digit card number and click Continue.

4. Enter your Expiration, Security Code, and Select an option to complete verification. Please note the following information:
   a. Your email address is your University issued email, no personal email addresses are associated with your OU/OUHSC Travel Card. If the system says a one-time
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Passcode will be sent to P***D@OUHSC.EDU or P***D@OU.EDU, please choose another option.

b. Your verification ID is your six-digit HR ID plus three zeroes at the end (example: 512345000). If your HR ID begins with a zero, your Verification ID will be 111 and then your HR ID (example: 111012345).

c. Your Employee ID number is your six-digit HR ID.

5. Once you have entered all of the required information, click **Continue**.

6. On the next screen, create a **User ID**, **Password**, **select security questions** and **provide answers to those questions**.

   a. Please note that the user ID and password you create will not be tied to an existing OU/OUHSC account. You may create any user ID and password of your choice. This website is to retrieve your Travel Card **PIN** only. When complete, click **Continue**.

![Image of PIN Information form](image-url)
7. On the next screen, enter your First Name, Last Name and Email Address for your account.

8. You will be taken back to the main login screen. Enter your newly created User ID and password, then click Sign in.

9. On the next screen, enter the one-time passcode that was sent to your email address and then click Continue.

10. The Terms and Conditions for accessing Bank of America’s website will appear.

11. Click Accept to continue.

12. You will be taken to the homepage of Bank of America’s Global Card Access site. To retrieve your PIN, click PIN Check.

13. Enter the three-digit security code from the back of your card and click Continue.
14. You will be redirected to a page that will display your four-digit PIN one digit at a time.
15. Click Show my PIN.

16. If you need to view your PIN again, click PIN Check again. You will be asked to enter your three-digit security code again and the PIN will display one digit at a time.