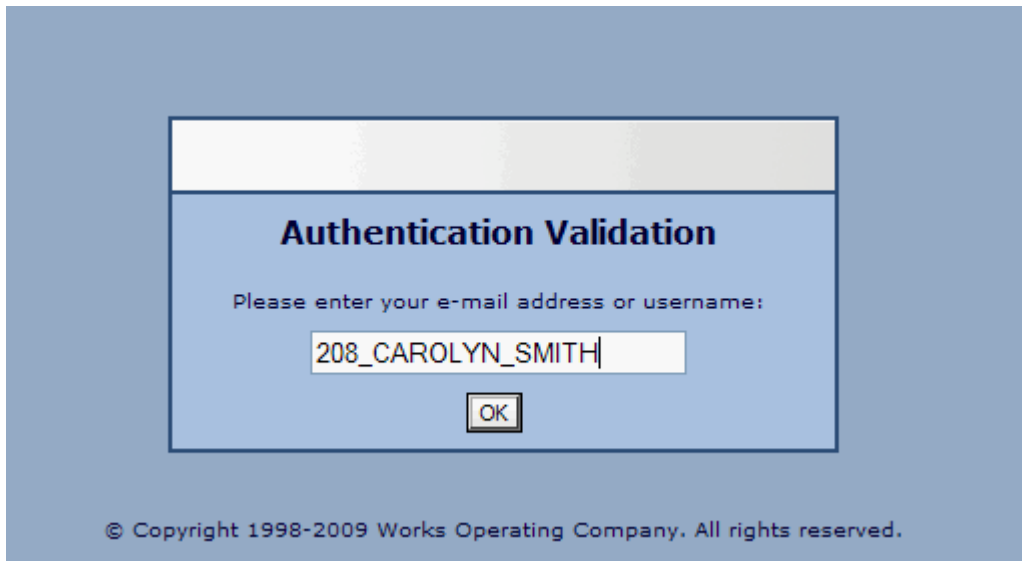


Use this guide for logging on to the Bank of America Works system. **You must have the email that was generated when you initially received your card.** This email can only be used by the cardholder it was sent to as each email is user specific. Click on the link in the email under "To set your password, begin by entering your username or email address at this URL:"

Enter the name provided on the work email subject line "Employee/Purchasing Card - Welcome to the Works application!"



**Authentication Validation**

Please enter your e-mail address or username:

208\_CAROLYN\_SMITH

OK

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Enter your new password and answer the security question



**Create a New Password**

Please enter your desired password (twice). Note that passwords are case sensitive.

New:

Confirm:

Please select a Security Validation Question and enter your answer. This information will be used to verify your identity.

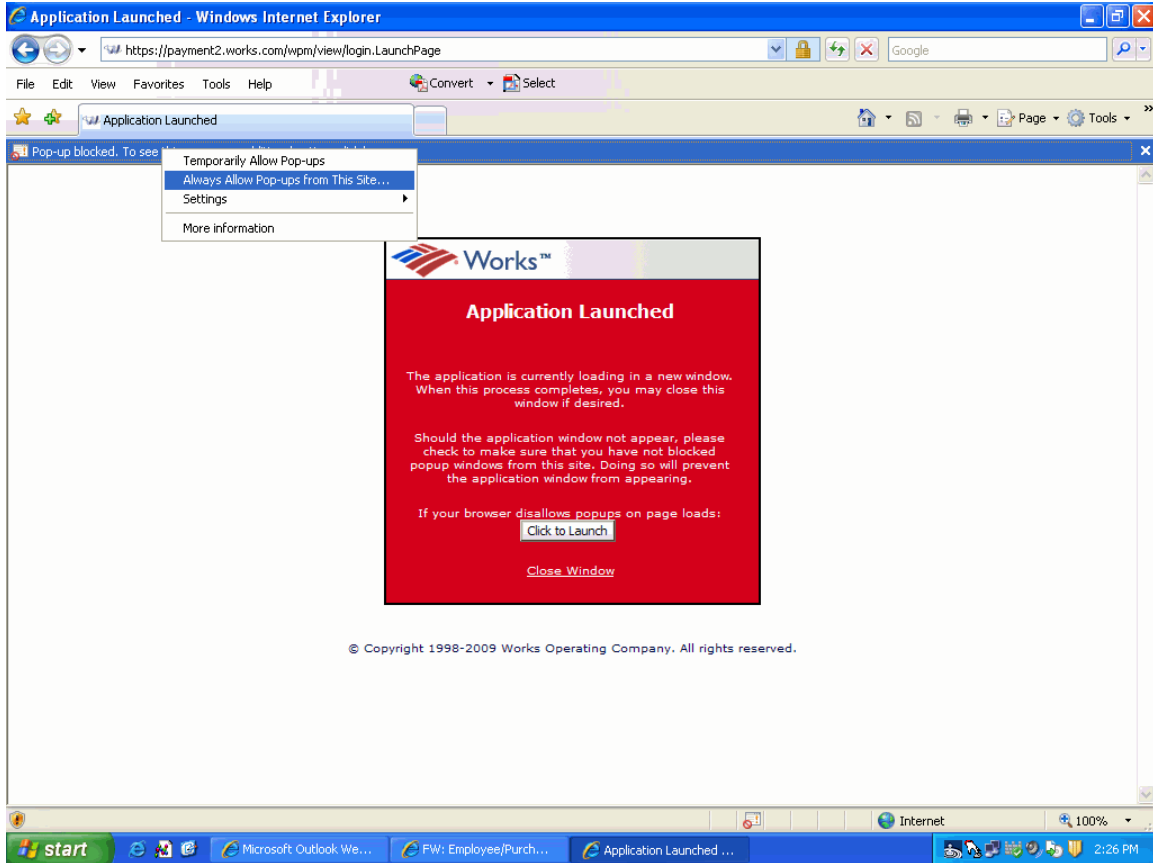
Question: What is your favorite sport or hobby? ▼

Answer:

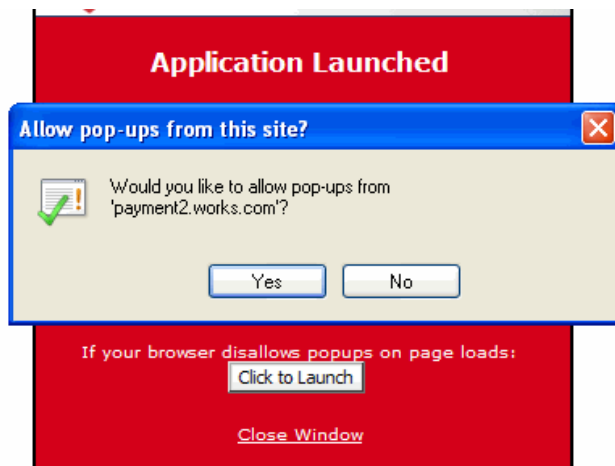
Confirm:

OK

If the pop-up block bar appears, follow the instructions to always allow pop-ups from this site



Click yes



New next screen will be the Works application. See <http://www.purch.vt.edu/Department/Procedures/works.pdf> for directions on running reports.