



**WESTMINSTER**  
SALT LAKE CITY • UTAH

**DINING** *Services*

## *Online Account Registration Instructions*

Go to <http://www.westminsterdining.com/>

*Click Manage My Account button*

*Click 'Register Now' in the 'Register for Web Account Access' section*

### *Cardholder Registration Page: First section*

1. **Student ID** - Enter the your 7 digit student ID
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.