

# Pathway Net Quick Reference Sheet

## **For Access to Pathway Net:**

Go to <https://pwnet.procard.com/alaska>

## **First Time Use - Cardholder**

User Id & password are identical: the first four digits of your last name and the last six digits of your card. You will be prompted to change your password. Please write down your password and keep it in a secure location. To reset your password, contact your local program administrator.

## **First Time Use – Reconciler**

User Id & password are identical: Enter first initial and last name (all lowercase with no space). Example: John Doe = jdoe. You will be prompted to change your password. To reset your password, contact your local program administrator.

## **Error Messages**

- Error Message = Navigation cancelled.
- Click on any item from the menu.

## **Log Off Pathway Net**

- Click on University Seal to Log Off
- Do NOT leave browser open.

## **Wildcard Use**

- “\*” is used for a string of characters in a name search
- “\_” is used for a specific character in a card search

## **Where to Get More Help**

- Use the Pathway Online Help on the web or call your local Program Administrator.