Registering the PC with an Access Code

After you have completed the initial login, if you access PNet 4 from a new computer or new web browsers you will be prompted to register the new machine. Here are the step by step instructions for completing the registration:

Once you login to the new machine, you may be prompted to input an **Access Code**. See below:

Click on 'Get Access Code'. This will cause an email to be immediately sent to the email on file in PNet4 for your User ID. The email will contain the temporary Access Code to be used. An example can be found below of this email. **For CTA users, this email will be sent to the individual listed as email #1. The individual listed under email #1 is responsible for passing this information on to any other employee who is using the User ID and password to access JPMC.**

Once you have received the access code via email from JPMC, you should now be able to continue to access PNet4. Enter the access code in the screenshot below and password associated with the User Id. Be sure that you are completing this task on the computer you want to register for access. **Important: Be sure you click the register this computer button!** This will avoid you having to complete this process again the next time you login to PNet4.   For more information, see the body of the email containing the access code.

This should finish the process, and you should see a screen to confirm this fact.

Click 'continue' and you will see the homepage of PNet 4.

This process is one time per computer and per browser. If you clear your cookies, you will be asked again to reestablish your deleted cookie.

Please contact Travel Services with questions or concerns. We can centrally fix anything that comes up to ensure you receive access. This includes resetting passwords, updating email addresses on file, and other account needs. We understand that this causes a bit of an inconvenience, but this process is necessary to ensure we remain compliant with JPMC security and continue to be able to issue department cards.

PLEASE LET US KNOW IF YOU HAVE AN EMPLOYEE LISTED AS EMAIL #1 WHO NEEDS UPDATING!!

Questions? Contact Travel Services: http://www.wsu.edu/travel/contactus.htm