



## **Teacher Card Setup Instructions**

1. Activate your teacher card by calling 1-877-558-8814.
  - a. You will need your Employee Number; and
  - b. Billing Address ZIP Code - 35553
2. Sign your card.
3. Go to [www.winstonk12.org](http://www.winstonk12.org) – Employees – Teacher Card Information – Teacher Card Balance to register for PNC's online system that allows you to view purchases and check your balance.
4. Click Cardholder Self-Registration.
5. Enter your card number and company registration number (023213).
6. Complete the User Information section to finish your registration:
  - Create a User ID
  - E-mail address must be your current work address
  - Note: If you already have an account set up with your winstonk12 email, you will need to go in and change this before June 2023
  - Create a Password
  - Select a Security Question and Answer  
Note: Central Office does not have your personal log in information. You may use the number listed above for current card information
  - After setting up your account, you must log in monthly or PNC will deactivate your account and it will need to be reset