HOW TO ACCESS BANK OF AMERICA WORKS

From the log in page https://payment2.works.com, type in your email address and Login Name assigned. You have five (5) attempts to enter the correct log in credentials before the system locks you out.

To access the 213-Norfolk State University Works database, you must ensure you are utilizing the Login Name referenced in your Works Welcome email.

After five (5) attempts, users are locked out for 30 minutes. Wait 30 minutes, then use the “Forgot your password” feature to have a temporary password emailed to you. Be sure to use all caps for the log in name when doing password resets, as the Works system security is more stringent during a password reset. If you do not wait 30 minutes, the temporary password will not work.

If you are still unable to log in, you may need to clear the cookies in your browser. If you are unsure how to do that, please contact the OIT Client Services at clientservices@nsu.edu or 823-8678.
Home Page

After log in, the home page displays. Navigation icons are at the top right of the screen.

Icons allow you to:

- Access page specific help information
- View Bank of America’s contact information
- Logout of Bank of America Works

The bottom of the home page provides helpful links to information such as training guide links, training video links, and recommended browser settings.