

ID BADGES

Annex 10 / Business Services (4230 Bldg), Room 3037B

Hours: 8:00 a.m. to 4:30 p.m., Monday thru Friday

photoid@unmc.edu

402-559-8414

<https://info.unmc.edu/safety/id-badge/index.html>

Every student enrolled at UNMC is required to obtain a student identification card. New students can get their ID badges in person starting August 1st. The ID card serves as your university identification as well as your membership card to the Center for Healthy Living and as your library card. You will need to use your ID card to gain access to computer clusters and other secure areas.

Your first ID card is free. You must show a valid driver's license, government ID, or passport in order to obtain a card. The lost badge fee is \$25 to be paid in cash, check, or credit/debit card. The photo ID office is unable to take payroll deduct or charge to a department cost center. The Photo ID Office is located in room 3037 at AX 10 (4230 Building). Lost cards are deactivated and will not be reactivated. If a lost card is found, return the card to the Photo ID Office. Damaged cards (due to normal wear and tear, and not any misuse or abuse) will be replaced at no charge only if the old card is returned. If your ID card is lost or stolen, please report it via email to photoid@unmc.edu. Employees and students must use their official UNO, UNMC, or Nebraska Medicine email as identity verification. This will help protect you from misuse of your ID card and associated access privileges.

ID cards are not transferable. A student may not allow any other person to use his/her ID card for any purpose. Any misuse of your ID card regarding access control may result in your dismissal from UNMC.

Your Student ID Card remains the property of UNMC and must be surrendered upon graduation or separation. If you do not turn in your ID Card in when picking up your cap & gown, you are required to either:

- Turn it in to the UNMC Photo ID Office in the 4230 Building, room 3037B
- Mail it to: UNMC Photo ID Card Office, 984290 Nebraska Medical Center, Omaha, NE 68198-4290

Secure Card Access on campus can be either by magnetic stripe swipe or touchless proximity card readers. It is important to care for your ID card as punctures, cracks and/or creases can disable the card access feature of the card. The Photo ID Office DOES NOT authorize or approve access to secured areas. You must contact the Access Control Representative at the building or department where you need access.

Student ID badges must be worn above the waist and be visible at all times while on UNMC property. For more information about ID cards, including locations where you may utilize the Metro debit card function on campus, visit <http://info.unmc.edu/safety/id-badge/>.