Utah State University Eastern
Access ID Card
Procedure for Students/Employees

1. Cost of the Access ID Card.
   a. $15 for the first card
   b. $5 for each replacement card
      a. All previous cards are void
      b. If the previous card is in the possession of the person it must be surrendered & shredded
2. Access ID Card may only be issued if a current government ID is presented:
   a. Vehicle License
   b. State or Federal issued ID
   c. Passport
3. Access ID Card may only be issued if proof of payment is presented:
   a. A receipt from the USUE campus Cashiers Office
   b. Departmental proof of payment
4. An USUE Access ID Card may be issued to the following people:
   a. A currently enrolled student with 6 or more credit hours
   b. A current employee of USU Eastern with an assigned Role in Blackboard
5. Concurrent Enrollment students are not eligible for an ID card because they do not pay student fees for the facilities the card allows you to access
6. Access ID Card assignment is per person and cannot be issued to departments.
7. Access ID Cards for electronic doors.
   a. Employees may request to have their ID card programed to open electronic door locks by contacting the appropriate Key Guard.
8. ID Photos.
   a. No sunglasses, but regular glasses are OK
   b. No hats, face or head coverings except for the following exceptions:
      a. Student requests a scarf or beanie due to a valid medical reason (baldness)
      b. Student has a religious reason (verified by photo on government ID)
   c. No silly faces
9. **No holes** may be punched in the Access ID Card, otherwise it is void.
10. Specialty Card (nursing, TEAL, CNA, etc.).
    a. $10 for the first card
    b. $5 for each replacement card or for 2nd year students
       a. Specialty cards may be given only after a USUE Access ID Card is issued
       b. Provide a USUE ID Card or government ID for verification
       c. One hole may be punched in the Specialty card
11. USU Eastern Access ID Card is the property of USU Eastern and it may not be lent to others.