

Authorization To Receive a OneCard

- Staff Authorization
 - Human resources will provide a "Certification of Employment for Staff Identification (ID) Card"
 - This form will contain the employees ID number
 - A staff OneCard can not be issued prior to the employees start date
 - These forms are collected and filed by year in the file cabinet in the OneCard office
- Student Authorization
 - A student ID number is generated when the student registers for classes or for FOCUS Orientation. At that time a OneCard can be generated