How to Obtain a MavCARD for New Faculty and Staff

To obtain a MavCARD please follow these steps:

1. **Upload your photo through the University’s GET APP:**

   - **ACCEPTABLE**
     - ![ACCEPTABLE Photos](image1)
   - **NOT ACCEPTABLE**
     - ![NOT ACCEPTABLE Photos](image2)

   **On the web** OR **Use your cell phone:**
   - [Apple App Store](#)
   - [Google Play Store](#)

2. **Identification Requirements:**

   The University requires all new faculty/staff photos along with their identification be verified before the MavCARD is issued. Please have your driver’s license or passport available for review.

   Here are **two ways** to show MavCARD Services your identification:

   1. **UNO MavCARD Services DocuSign Form**
      - If you prefer, you can upload your identification through the UNO DocuSign Form:
        - Please click here to sign into the DocuSign Form

   2. **Visit MavCARD Services in person**
      - Located in the Milo Bail Student Center, 2nd floor, Room 216

      - **Regular Hours:** Monday – Friday 8:00 A.M. to 5:00 P.M.

      - Visit [MavCARD Services Procedures](#) page for other acceptable forms of identification that may be used.

      After completing the Human Resources new hire paperwork, submitting your photo, and submitting an acceptable form of identification through a Zoom Meeting or DocuSign Form, your MavCARD will be mailed to your permanent address at no charge once these steps have been completed successfully.

      Please allow 5 business days to receive your card or schedule a time to pick up your card in the MavCARD Services Office.

If you have any questions, please contact MavCARD Services, unomavcardservices@unomaha.edu