

# How to Obtain a MavCARD for New Faculty and Staff



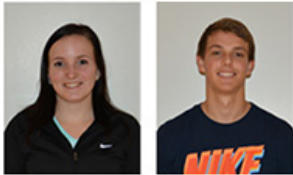
## Requirements:

- Complete Human Resources new hire paperwork.
- Have your assigned NET ID, NUID, and Personnel Number ready.

To obtain a MavCARD please follow these steps:

## 1. Upload your photo through the University's GET APP:

### ACCEPTABLE



[On the web](#)

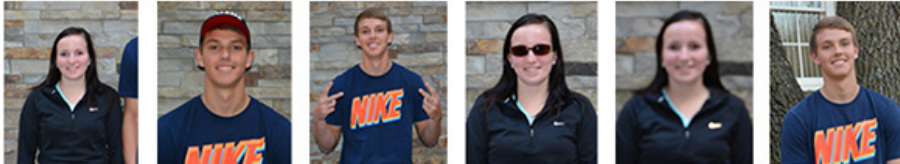
OR

Use your cell phone:

[Apple App Store](#)

[Google Play Store](#)

### NOT ACCEPTABLE



No Other Objects

No Headwear

No Gestures

No Sunglasses

No Blurry Photos

No Outside Shots



## 2. Identification Requirements:

The University requires all faculty and staff pictures and identification be reviewed before their MavCARD is issued. Please have your driver's license or passport available for review. Visit [MavCARD Services Procedures](#) page for other acceptable forms of identification that may be used.

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

1. UNO MavCARD Services' Personal Zoom Meeting Room

<https://unomaha.zoom.us/my/mavcard>

**Monday – Friday** 10:00 A.M. to 12:00 P.M. | 2:00 P.M. to 4:00 P.M

**Zoom Waiting Room is not operational during the University Academic Holidays**

2. UNO MavCARD Services DocuSign Form

If you prefer, you can upload your identification for verification through the UNO DocuSign Form:

[Please click here to sign into the DocuSign Form](#)

or

Visit the MavCARD Services Office

Located in the Milo Bail Student Center, 2nd floor, room 216

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

Our office is currently closed due to the University's response to Coronavirus (COVID-19). Our staff is however working remotely to process MavCARDs. After completing all requirements your MavCARD will be mailed to your permanent address within 5 business days or may be picked up in the MavCARD Services office.



If you have any questions, please contact Linda Value, MavCARD Services Coordinator, [lvalue@unomaha.edu](mailto:lvalue@unomaha.edu)

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