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**
     - 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 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 three ways to show MavCARD Services your identification:
     1. UNO MavCARD Services’ Personal Zoom Meeting Room
        - [https://unomaha.zoom.us/my/mavcard](https://unomaha.zoom.us/my/mavcard)
        - **Tuesday and Thursday Only**
        - 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 through the UNO DocuSign Form:
          - [Please click here to sign into the DocuSign Form](#)
     3. 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 Linda Value, MavCARD Services Coordinator, [lvalue@unomaha.edu](mailto:lvalue@unomaha.edu)

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