To Submit a Marymount ID Request

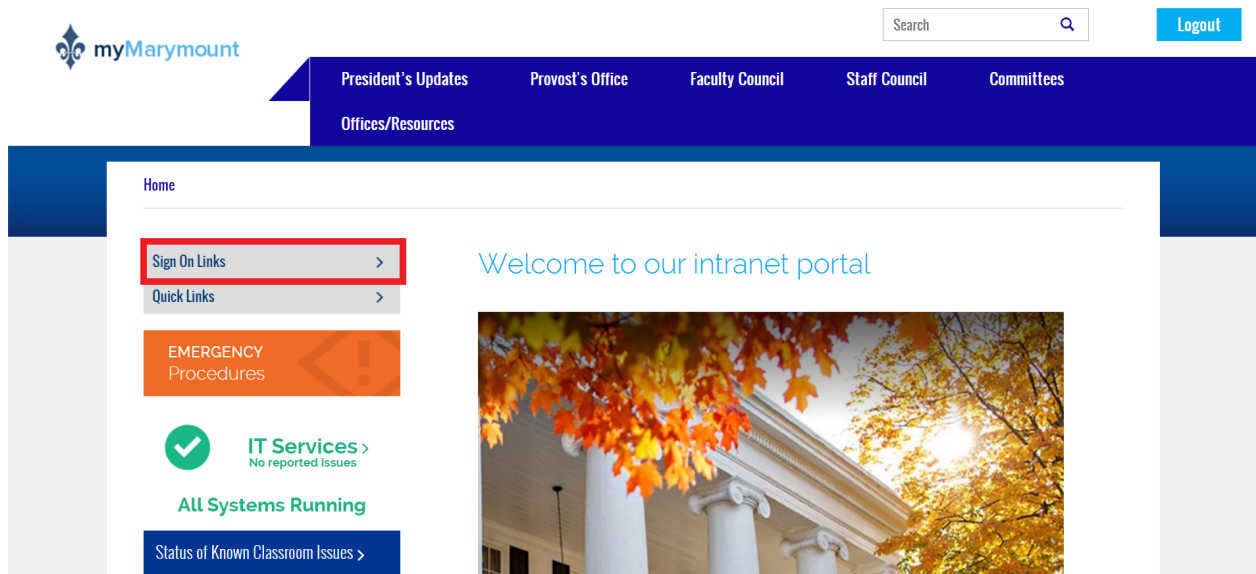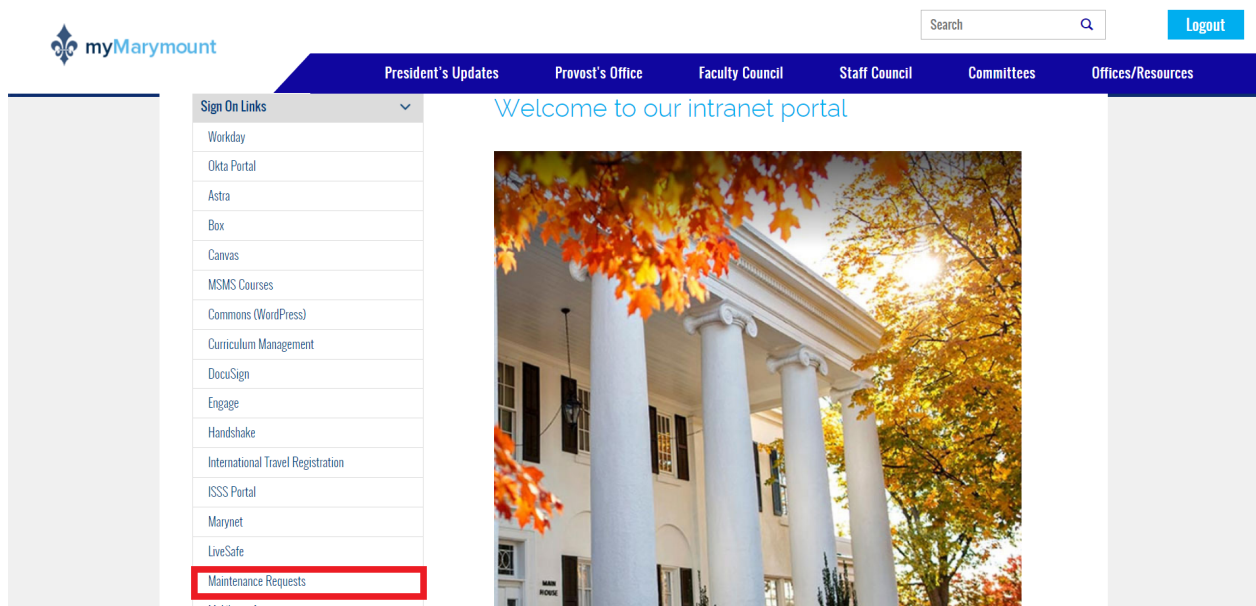1. Go to https://my.marymount.edu/home and sign in using your Marymount Credentials. These credentials are the same as your Marymount email or Canvas credentials.
2. Once logged in, click on the Sign On Links drop down menu (outlined in red below)

3. Click on "Maintenance Requests" (outlined in red below), to be taken to the Requests page.

4. For Step 1: Your name and email address should be automatically populated for you. You may need to fill out the section indicated with an appropriate phone number. For Step 2: "Location", select "**Main Campus**" and for "Area" type "**ID ACCESS**". (Outlined below in red) For Step 3: "Problem Type", please select "**Security**".

Lighting (Indoor)	Lighting (Outdoor)	Locksmith	Miscellaneous
Modular Furniture	Mold Remediation	Moving	Office Furnishings
Office Services	Office Supplies	Operational Services	Painting
Parking	Paving	Pest Control	Pest Control Indoors
Pest Control Outdoors	Pick Up	Plumbing	Pool
Pool Equipment	Power Outage	Pumps	Records Management
Recycling	Refrigeration	Remodeling	Roof
Salt	Scoreboards	Security	Sewage/Septics
Sewage/Water Treatment Plant	Shades/Blinds	Shop Equipment	Sidewalk/Walkway
Signage	Smoke Detector	Snow Removal	Soap_Sanitizer Dispenser
Space Management	Special Events	Special Projects	Sprinkler System

5. For Step 4: Problem, type out your ID number and enter one of the following:
    a. New ID
    b. Replacement ID
    c. Cannot get into Building ___ (please specify the building(s))
    d. Cannot get into Garage or Parking Lot
    e. Cannot get into Room ____ (please specify the room)

6. For a new ID or replacement ID, you may attach a photo of your choice in the attachments section. Please ensure that your photo is a png or jpg. If your photo is not suitable, you will receive an email request from our office requesting a new submission.

7. Hit submit. You should receive an email from our office advising you of the status of your request.

If you have any issues with this process, please let us know at idaccess@marymount.edu