

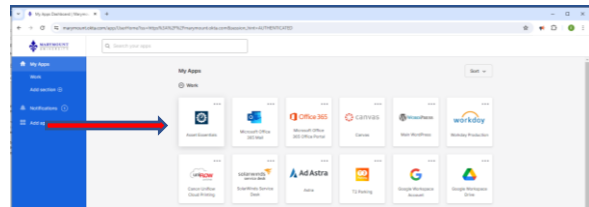


MARYMOUNT
UNIVERSITY

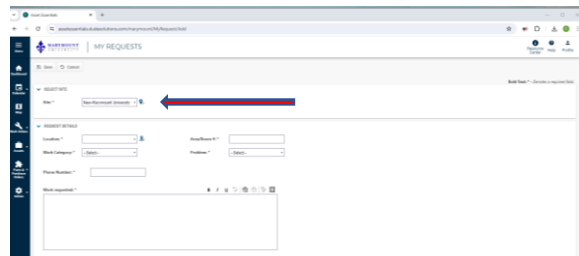
New Student Orientation

How to submit a Marymount ID request

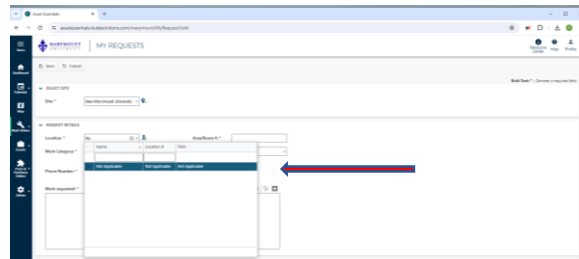
Step 1: Login to your Okta portal account via my.marymount.edu and click on the Asset Essentials icon.



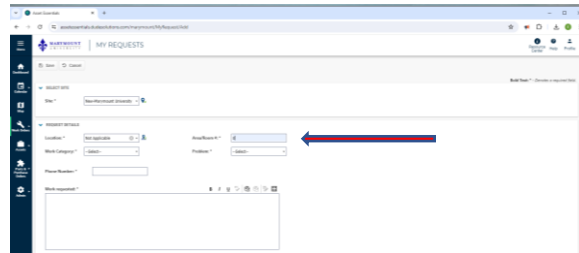
Step 2: Select "New-Marymount University" for Site.



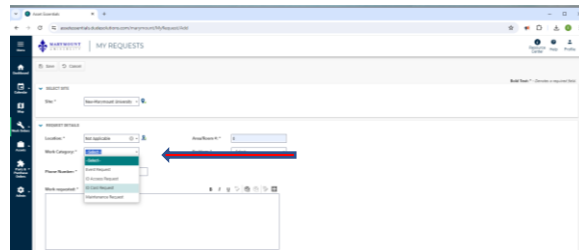
Step 3: Select a Location
(If you know your dorm room name, enter it here. If not, Select "Not Applicable.")



Step 4: Enter a(n) Area/Room #
(If you know your dorm room number, enter it here. If not, Enter "0.")

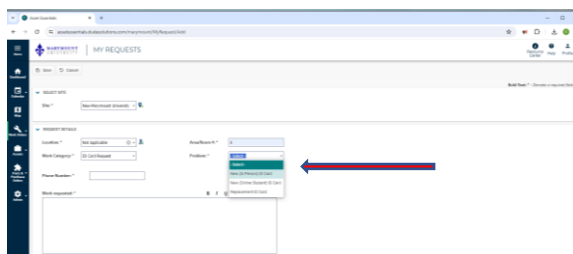


Step 5: Select "ID Card Request"

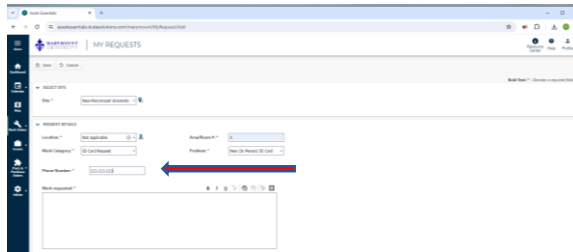


Step 6: Select from the following options:

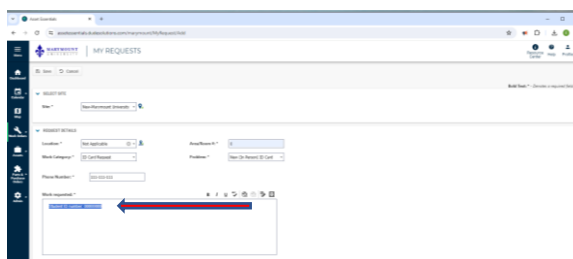
- New (In-person) ID Card
- New (On-line Student) ID Card
- Replacement ID Card



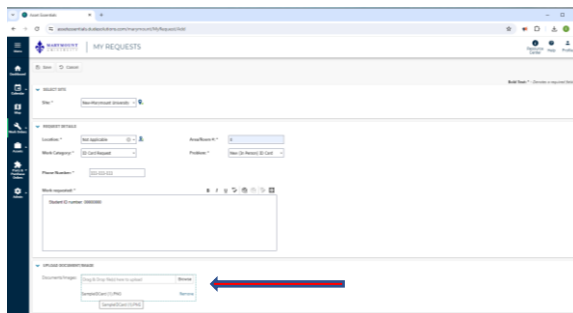
Step 7: Enter your Phone Number



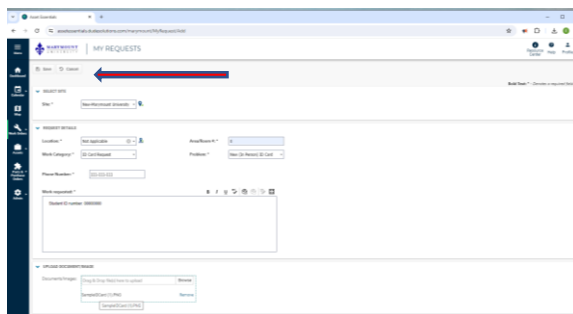
Step 8: Enter your Student ID # in the Work Requested field.



Step 9: Upload your photo.
Make sure to follow the [Marymount ID Card Photo Requirements](#) found below.



Step 10: Click Save.
You will receive a confirmation email that your request has been received.



Marymount ID Card Photo Requirements:

Do's:

- Do use a solid contrasting background
- Do submit a color photo
- Do submit photo format .jpeg or .png

Don'ts:

- Don't include personal belongings, other people, pets, silly faces, or hands
- Don't look away from the camera or obscure a front view of your full face and shoulders
- Don't wear sunglasses or hats (exceptions for religious coverings)

