

New Student Orientation

How to submit a Marymount ID request

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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" f	or
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- 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.") Verstell
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Step 5: Select "ID Card Request"

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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.

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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)

