

HOW TO OBTAIN YOUR TCNJ ID:

FACULTY/STAFF

All faculty and staff may obtain their TCNJ ID in the Office of Student Accounts, located in Green Hall, Room 119. **Please present a Government Issued ID for verification.**

Please note: An ID may only be printed if the employee's information has been entered into the HR database.

STUDENTS

New Undergraduate Students:

New undergraduate students *may* have the option to upload an acceptable photo for their ID Card prior to arriving and within a specified time. (Information on this procedure will be relayed to incoming students as necessary). When picking up your ID during Orientation, **Please present a Government Issued ID for verification.**

If the photo upload is not available or an appropriate photo has not been submitted, new undergraduates will be able to take a photo during orientation. **Please present a Government Issued ID for verification.**

New Graduate Students:

New graduate students may visit the Office of Student Accounts located in Green Hall, Room 119 during their orientation or before classes begin to have their photo taken. **Please present a Government Issued ID for verification.**

REPLACEMENT ID'S

- If you lost your college ID, please deactivate the card immediately at:
<https://cardservices.tcnj.edu/>

To replace your ID, visit the Office of Student Accounts during our business hours. Monday – Friday, 8:30 – 4:30. We are located in Green Hall, Room 119.

The replacement fee is **\$10**. No exceptions. You may pay by cash, check, Get It Points or card (we do not accept American Express).

Did You Find Your Lost ID?

You may return it to the Office of Student Accounts – Green Hall, Room 119. However, lost cards cannot be reactivated.

Did You Find Someone Else's Card?

Please return it to the Office of Student Accounts, Green Hall, Room 119 or to Campus Police. Usage of another person's college ID is strictly prohibited.

EMERITUS CARDS

Employees with 20 years of service or more retain their card privileges and are eligible for a new ID featuring Emeritus status.

You may obtain the new TCNJ Emeritus ID in the Office of Student Accounts, located in Green Hall, Room 119. **Please present a Government Issued ID for verification**

ALUMNI CARDS

To obtain an alumni card, please visit the Office of Alumni Engagement located in Green Hall, Room 211.

Please visit <https://alumni.tcnj.edu/benefits/get-your-tcnj-alumni-card/> for more information.

GUEST CARDS

Department heads may request guest ID cards for individuals who are participating in approved programs and/or activities on campus. These cards may have specific access for parking and/or buildings.

Departments may send a written request to IDCARDS@TCNJ.EDU

CONTRACTOR / VENDOR ID's

ID cards may be provided to contractors/vendors who have an ongoing need to visit campus for work related business.

Requests are initiated through Human Resources.