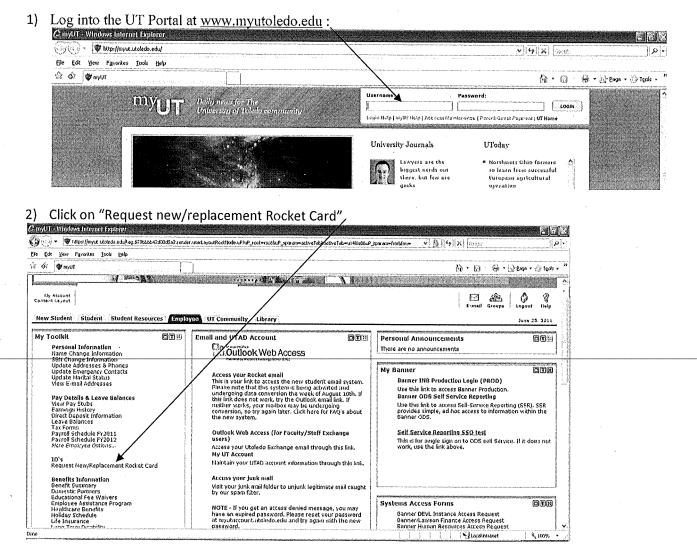
Employee Identification On-line Automated Submission Process:

This tool allows staff a convenient and time efficient process for requesting their ID badge, regardless of the reason. No more standing in lines, simply follow these simple instructions any time day or night and we will receive and process your request during normal business hours.



3) Now re-enter your log-in and password

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Please enter your UTAD I	user ID and password, If you have r please visit the <u>My UT Account pa</u> User ID; Password;) not yet activated your UTAD account, or i	

- 4) Upon logging in you will see the following screen. Please verify that your title and department information is correct.
 - a. Verify your Title and Department information are correct
 - b. Select a campus you will pick your ID card up at

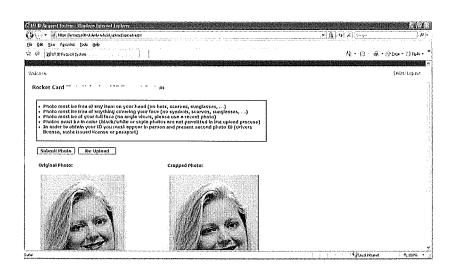
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Welcome	Print Log cut
Rocket Card Photo Upload and ID Request System	
Name: Joy	Select ID Pickup Location:
Rocket Number: R00	OMain Campus - Rocket Hall 1917
Title: Dir Au	C Health Science Campus - ID Office
Department: Auxilia ID Type: Employee	
Email Account: Joy. Itoledo.edu	Photo on ID: Click here to upload photo
If your personal information displayed above is not correct, do NOT sul	
Contact your supervisor regarding any necessary changes that are nee	eded in Banner. Once the changes have been corrected, you may return to this webpage to request your ID,
In order to receive your ID, a check is required made payable to The U	Iniversity of Toledo in the amount of \$32.00 at the time of pick up (no credit cards will be accepted).
Contact Auxiliary Services at <u>rocketcard@utoledo.edu</u> or 419-530-5842	2 for questions or issues regarding this process.
1	Submit Order Cancel

5) On this screen use the "Browse" button to locate the photo you wish to upload. Please pay attention to the photo requirements, remember photos need to be business professional and we retain the right to refuse any photo that does not meet the University's criteria.

UT ID Request System - Windows Internet Explorer		් මා
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Rocket Card Photo Upload and ID Request System		
 Photo must be free of any Item on your head (no hats, scarves, singlasses,) Photo must be free of anything covering your face (no symbols, scarves, singlasses,) Photo must be of your full face (no angle views, please use a recent photo) Photos must be in color (black/white or sepia photos are not permitted in the uplood process) In order to obtain your ID you must appear in person and present second photo ID (drivers license, state issued license or passport) 		
 Click the Browse button to locate the photo you wish to upload for your ID. After locating the photo, click the Upload button which will upload and crop the photo for your IO. You will see the original and cropped version of the photo displayed. If you are satisfied that the cropped photo meets the If you are not satisfied with the results, please select the Ro-Upload button to upload a different photo. 	e requirements click Submit Photo ,	
Bjowse Upload		
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6) Upon a successfully upload you will receive the screen below. If you are satisfied with the photo click "Submit photo" otherwise you may upload another photo by clicking "re-upload" a photo.



7) You will be returned to the home screen where you need to click "Submit Order"

elcome				Print Leg out	
locket (ard Photo Upload	l and ID Re	quest System		
	Name:	Joy		Select ID Pickup Location:	
	Rocket Number:	ROO		() Main Campus - Rocket Hall 1917	
	Title:	Dir .		OHealth Science Campus - ID Office	
	Department:	Aux		Concern actioned campus - ID Office	
	ID Type:	Employee		Photo on ID: <u>Uploaded</u>	
	Email Account:	Јоу	oledo.edu		
	report information dire	loved shous	e est correct do N	IOT submit this request.	
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ontact y	our supervisor regardi	ng any neces	sary changes that i	are needed in Banner. Once the changes have been corrected, you may return to this webpage to request your ID.	
n order ta	receive your ID, a c	heck is require	ed made payable to	The University of Tolado in the amount of \$32.00 at the time of pick up (no credit cards will be accepted).	
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ontact A	uxillary Services at <u>ro</u>	cketcard@uti	<u>veno.eou</u> ar 419-55	0-5842 for questions or issues regarding this process.	
				Submit Order Cancel	
					Y

8) Upon submitting, you will receive an on-screen receipt that you may choose to print. You will also receive a receipt in your university issued email.

Rocket Card Photo Upload and ID Request System	Service James Concession
Your Rocket Card request (order number 2415915040) was successfully submitted on 6/25/2011 at 3:07:02 PM.	in many in
An email detailing this transaction has been sent to your University email account at Joy.Gramling@utoledo.edu. You will receive a notification sent to your University email within 3 business days confirming your ID is ready for pickup at Main Campus · Rocket Hall 1917.	
If this is not your first ID be prepared to pay by check (made payable to The University of Toledo) a fee of \$32.00 when you pick up your ID,	Source and a
The following information will be printed on your ID;	
	Constitution of the second
Print Receipt Exit	1000 000 000 000 000 000 000 000 000 00
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9) When your ID card has been printed you will receive an email letting you know that you may come and pick up your card. The email will be sent from <u>Rocketcard@utoledo.edu</u>.

Thank you for using the on-line ID request