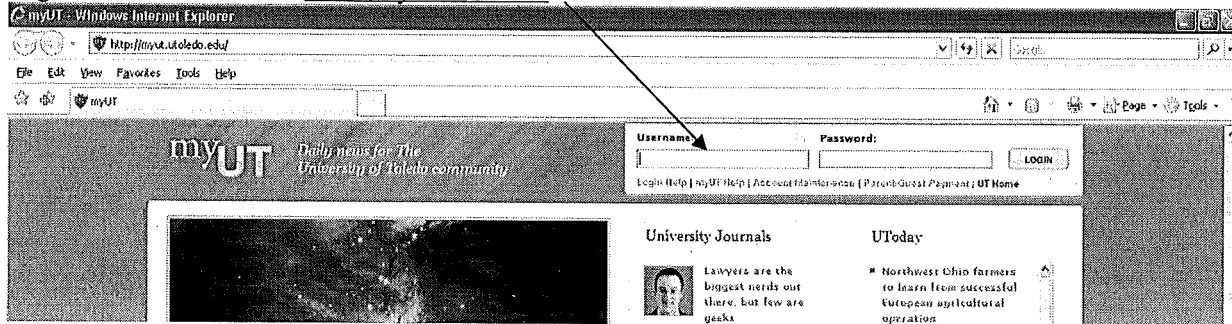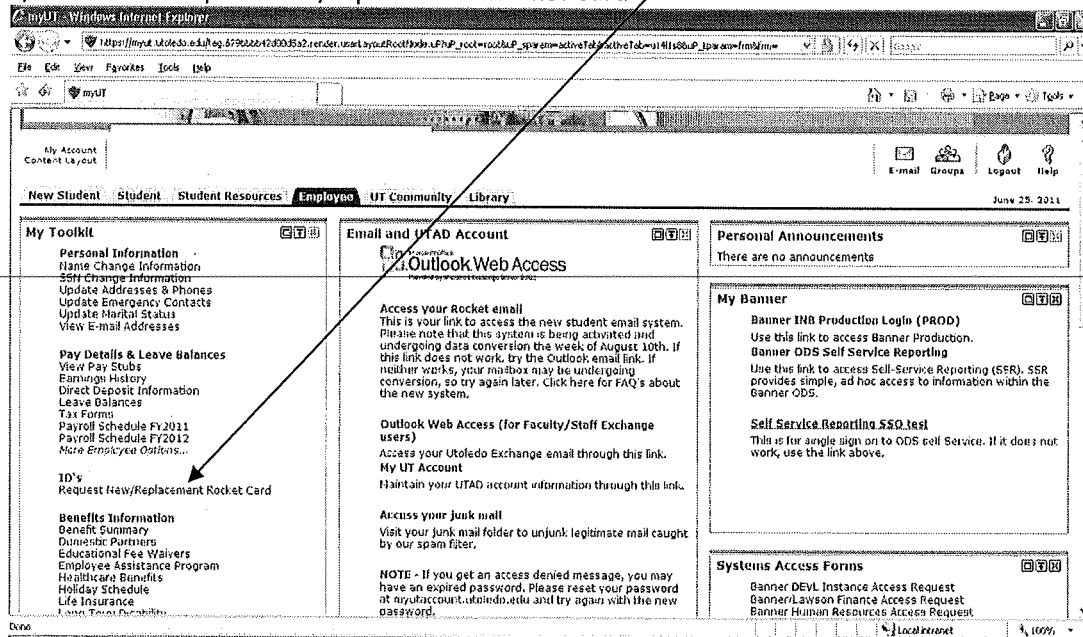# Employee Identification On-line Automated Submission Process:

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.
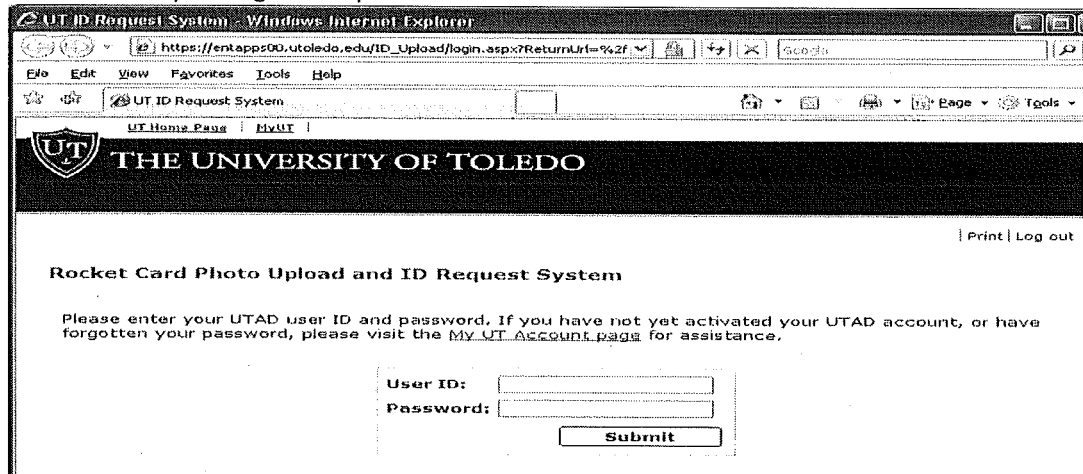
1) Log into the UT Portal at www.myutoledo.edu :

2) Click on "Request new/replacement Rocket Card"
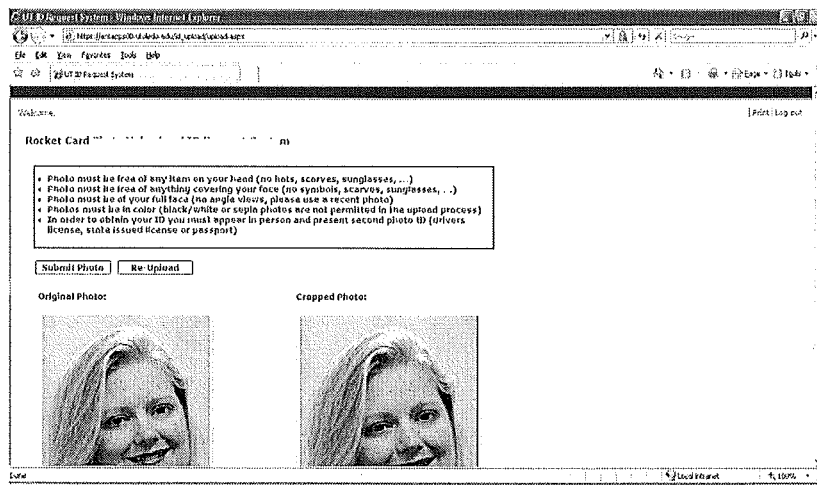

3) Now re-enter your log-in and password

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

c. Click on "Click her to upload photo"

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.

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"

Rocket Card Photo Upload and ID Request System

Name:	Joy
Rocket Number:	R00
Title:	Dir .
Department:	Aux
ID Type:	Employee
Email Account:	Joy oledo.edu

Select ID Pickup Location:
(•) Main Campus - Rocket Hall 1917
( ) Health Science Campus – ID Office

Photo on ID: Uploaded

If your personal information displayed above is not correct, do NOT submit this request.

~~Contact your supervisor regarding any necessary changes that are needed 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 University of Toledo in the amount of $32.00 at the time of pick up (no credit cards will be accepted).

Contact Auxiliary Services at rocketcard@utoledo.edu or 419-530-5842 for questions or issues regarding this process.

[Submit Order]   [Cancel]

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

Your Rocket Card request (order number 2415915040) was successfully submitted on 6/25/2011 at 3:07:02 PM.

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.

The following information will be printed on your ID:

Joy
Dir
Au>

THE UNIVERSITY OF
TOLEDO

[Print Receipt]   [Exit]

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 Rocketcard@utoledo.edu .

Thank you for using the on-line ID request