How To Order Your Brenau Student ID Card

Summary: Brenau University students, faculty, and staff now have the ability to **request an identification card** at any time and **from any location in the world using a web site**. The purpose of the Brenau University ID card is to allow for convenient use of campus resources, Brenau dining facilities, and **even student discounts** from local vendors that might provide them. The card is available at no cost (for the first 1000 cards issued), however shipping fees will be charged, and the card will be mailed to the recipient's preferred address. After that, there will be a charge for the card as well as shipping.

Procedure: **Before visiting the web site to request your Brenau identification, you need to have a couple of resources readily available:**

- **A digital photo of your face in JPG or GIF format (typically the same formats you use when uploading a picture to Facebook)**
- **A credit or debit card to pay for the shipping (Visa, MasterCard, Discover, Amex, Diners Club)**

Once you are ready, you can create your ID using the following steps:

1. Navigate to this web site: http://idcards.fullidentity.com/BrenauUniversity/EmailVerify.aspx
2. Enter your Brenau email address when prompted (Note: all student email addresses end in @tiger.brenau.edu while all faculty and staff addresses end in @brenau.edu)
3. Check your Brenau Tigermail email account for receipt of the activation email sent to you from FullIdentity.com. Click on the link to proceed with the ID creation process.

4. Once you click the link you will be returned to the site to fill out your profile information including:
   a. First Name
   b. Last Name
   c. 6-digit Student ID (or Faculty/Staff ID if you are not a student)
   d. Location (Campus: Select from drop down list)
   e. Status (Select from drop down list: Undergrad, Graduate, etc.)
   Click "Submit" to proceed.

5. After entering your profile information, you will be prompted to upload a picture for your ID. The picture must be JPG or GIF format – which is usually the default format for most digital cameras. Please use a picture that shows a clear view of your face from your shoulders to the top of your head if possible.

   Click "Continue" to proceed.

6. Next, you will be shown a preview of your uploaded image. If it is acceptable, click YES. Otherwise, you can click NO and upload another file.

7. Next, you will be asked what method of shipping you prefer. The default is a low-cost postal mail method that should arrive within 7-10 days. However, if you prefer a faster shipping method, many more are available for an additional cost.

Click "Continue" to proceed to the next page.

8. Finally, you are prompted to enter your shipping/billing information including shipping address, billing address, and credit/debit card information.

Click "Submit" when you have entered all fields.

9. After submitting the shipping/payment data, you will be presented with a "Temporary ID" page where you can print a paper ID to use until your official Brenau ID arrives in the mail. For security reasons, the temporary ID does not include a barcode but the card does contain a 5-digit text portion of the barcode for manually keying into the dining hall point of sale systems.

That's it! You have completed the Brenau ID card process. Your official ID should arrive in the mail soon. Feel free to use your temporary ID until then.

Thank you!