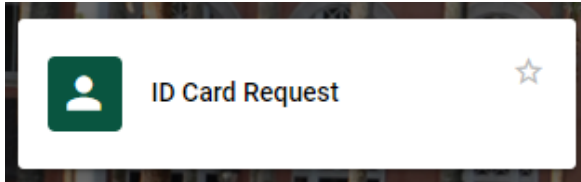


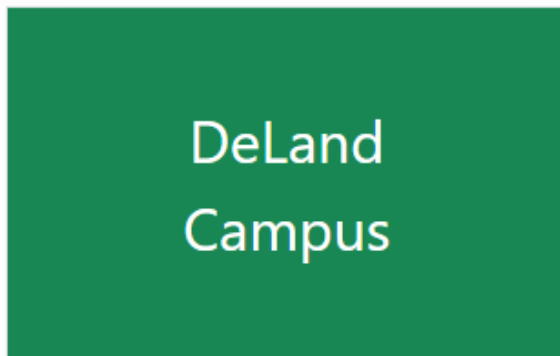
# STETSON UNIVERSITY

Log into your my.stetson portal:

1. Locate the ID Card Request tile as shown below:



2. Select the DeLand Campus button as shown below (even if you attend classes on the Gulfport Campus, please select DeLand Campus):



3. An online form will open – your name, ID, and email address should be prepopulated
4. Select your Status (Student, Staff, Faculty, Adjunct, or Contract Employee) in the drop-down bar
5. Answer the question of whether you want your signature added to your ID card
  - a. Note, if you select yes, you must pick up your ID card in person during the business hours 8:00 am – 4:30 pm Monday through Friday
6. Upload your picture and then click “next”
7. Select whether you want your ID card mailed to you or if you prefer to pick it up in person. Please allow 3-5 business days for mailing.