





How to Request Your Official Lamar University ID Card

First Time Lamar University Students Only:

- 1) Log into Self Service Banner. Your User ID is your Lamar ID number. Be sure to use an uppercase L.
- 2) Click on the **Personal Information** tab at the top.
- 3) Click on **Apply for Cardinal One Card** at the bottom of the list.
- 4) **READ THE FOLLOWING PHOTO REQUIREMENTS CAREFULLY TO PREVENT THE DELAY OF YOUR CARD.**

The photo should be passport-style and meet the following requirements:

- The photo should be a color, JPEG file
 - The photo must be straight
 - The background should be uniformed and solid colored
 - You must be facing forward, with your head and shoulders clearly visible, with no part of your head or face cut off or covered
 - Photos with sunglasses, hats, hands, phones or other objects visible will **NOT** be accepted
 - Photos with exaggerated facial expressions will **NOT** be accepted
- 5) Enter your first and last names, Lamar ID number, date of birth and your assigned Lamar email address.
 - 6) Click  to upload a clear, recent photo of yourself to be used on your ID. ****Pictures will be reviewed prior to production and will be rejected if they do not meet the criteria.** This will delay your card until an appropriate photo is submitted. You will be notified by email if this is the case.
 - 7) Click  .

Returning LU Students and Replacement Cards:

*If you have ever had or think you may have had a Cardinal One card before you must contact the Cardinal One Office on campus.

Cardinal One Office

Wimberly Building Room 118

phone: (409) 880-2236

cardinalone@lamar.edu

You will receive your Lamar University Cardinal One card in the mail about 7-14 business days from the time you have submitted your photo **AND** have registered for classes. It will be in a green envelope from **Bank Mobile**.

Go to the website and set up your refund preferences as soon as possible using the code provided in the envelope with your card. If the university ever owes you money for any reason this has to be done for you to receive it in a timely manner.

Your card will be delivered to the address we have on file for you. You can check your address and update it if necessary, through Self Service Banner under **Personal Information**.

If you have any questions our office can be reached by phone at (409) 880-8917 or email at photoid@lamar.edu . We will be happy to assist you.