

How to Obtain a MavCARD for New Faculty and Staff



Requirements:

- Complete Human Resources new hire paperwork.
- Have your assigned NET ID, NUID, and Personnel Number ready.

To obtain a MavCARD please follow these steps:

1. Upload your photo through the University's GET APP:

ACCEPTABLE



[On the web](#)

OR

Use your cell phone:

[Apple App Store](#)

[Google Play Store](#)

NOT ACCEPTABLE



No Other Objects

No Headwear

No Gestures

No Sunglasses

No Blurry Photos

No Outside Shots



Download Get Mobile

GET



2. Identification Requirements:

The University requires all new faculty/staff photos along with their identification be verified before the MavCARD is issued. Please have your driver's license or passport available for review.

Here are **two ways** to show MavCARD Services your identification:

1. UNO MavCARD Services DocuSign Form

If you prefer, you can upload your identification through the UNO DocuSign Form:

[Please click here to sign into the DocuSign Form](#)

2. Visit MavCARD Services in person

Located in the Milo Bail Student Center, 2nd floor, Room 216

Regular Hours: Monday – Friday 8:00 A.M. to 5:00 P.M.

Visit [MavCARD Services Procedures](#) page for other acceptable forms of identification that may be used.

After completing the Human Resources new hire paperwork, submitting your photo, and submitting an acceptable form of identification through a Zoom Meeting or DocuSign Form, your MavCARD will be mailed to your permanent address at no charge once these steps have been completed successfully.

Please allow 5 business days to receive your card or schedule a time to pick up your card in the MavCARD Services Office.



If you have any questions, please contact MavCARD Services, unomavcardservices@unomaha.edu

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