

How to get your Student/Employee ID Card:

Student ID's are <u>not</u> required, but suggested if using the Library, Gym or Tutoring Center

- 1. Scan QR Code
- 2. Log in with your COM credentials (username must be all LOWERCASE)
- 3. Complete form and upload/take a selfie (be sure to follow photo guidelines, otherwise your request will be rejected)
- 4. You will receive an email from welcome@com.edu when your ID submission form has been processed
- 5. Swing by the Welcome Desk after receiving the email to pick up your ID card
 - *Please have your State ID/ Driver's License ready to show the Help Center as they will need to verify your identity before handing over the card*

