How to Get your Auraria Campus ID

FACULTY AND STAFF AURARIA CAMPUS ID

To get your Auraria Campus ID, please visit the Campus ID Station (Suite 269) in the Tivoli Student Union during business hours and have your photo taken. You will need to bring:

- A government issued ID
- A document or email from your Human Resources department or a completed ID Authorization/Charge Form

STUDENT AURARIA CAMPUS ID

Students enrolled and registered for the spring semester can get an Auraria Campus ID by visiting the Campus ID Station (Suite 269) in the Tivoli Student Union during business hours to have a photo taken. You will need to bring:

- A government issued ID
- A copy of your spring semester schedule (you can show it on your phone) or a completed ID Authorization/Charge Form

ONLINE OPTION FOR STUDENT CAMPUS IDS ONLY

Skip the line at the Campus ID Station! Students enrolled and registered for the spring semester on the Auraria Campus can also get their campus ID online.

1) Check your CCD, MSU Denver or CU Denver email account for an email with the subject line: Get your Student ID – Action Required. It will be from Auraria Campus ID Station <info@multicard-hs.com>.

   a) If you have not received an email, you can email the Campus ID Station directly at IDstation@ahec.edu from your institutional email account and include your student ID number to request that an invitation be sent to get your ID online.

2) Click the “Set Password” button.

3) After logging in, you will be asked to either take or upload a photo. Submitted photos must meet the following important requirements:

   a) A current, color photo with a neutral-colored, smooth background and proper lighting

   b) A centered and front-view, full-face image with eyes open and visible (wear prescription glasses if you normally do so)

   c) Cropped from just above the top of the head to the collarbone

   NOTE: Do not wear hats, bandanas, face masks, face shields or coverings, sunglasses, or other items that obscure the face. Photos must NOT contain excessive glare or shadow, other visible people, distracting objects, or inappropriate expressions. All photos are subject to approval.

4) Once your photo is approved, you will receive an email when your campus ID is ready for pick-up at the campus ID Station (Suite 269) in the Tivoli Student Union.