



ONLINE REQUEST PROCESS

To complete this online process, you must have an active status with the University or you must have completed a New Student or Employee Orientation. All other V OneCard requests should be submitted via email to cardservices@utrgv.edu or in person at one of our office locations.

NOTE: For replacements, a fee of \$12 will be billed to your online student bill. Employees can make payment at the Bursar's office or contact the V OneCard office for other payment options.

To request your new/replacement V OneCard:

1. Login to my.utrgv.edu



Login to **myUTRGV** portal and click on the **V OneCard GET Portal** icon on the Applications menu. This process can only be completed through the V OneCard GET website, not through the GET Mobile App.

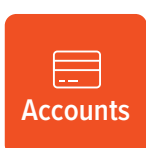
2. Upload your ID Photo



To upload a photo or if you would like to update an existing photo, you can do so by selecting the **"Upload ID Photo"** link on the Quick Links menu. Otherwise, go to step 3.

Photos submitted that do not meet the outlined policies will not be accepted and will need to be resubmitted. The photo should be similar to a Passport photo.

3. Submit your Request



*To avoid delays with processing your ID card, please **do not** complete this step until your photo has been submitted and approved by the V OneCard Office.*

Go back to the **Accounts** homepage and click the **"Online V OneCard Request"** link on the Quick Links menu and read the request procedures. In the message box at the bottom of the page, provide the following information:

1. Title your message with "Online V OneCard Request"
2. State the reason for your request
 - ID Replacement
 - New Student Orientation
 - New Employee Orientation
 - Other (describe)
3. Provide your student or employee ID number
4. Postal Delivery - provide your current postal mailing address

All requests will be processed in the order they are received. A confirmation email will be sent from Campus Card Services once your V OneCard has been mailed to you.

Please contact us at:

cardservices@utrgv.edu

956.665.7276

utrgv.edu/vonecard

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Auxiliary Business Services