



# Student ID Card

Thank you for contacting our office about obtaining an LSUA Student ID Card!

LSUA OaKards for online students can be obtained by submitting the following documents to Auxiliary Services at [auxiliaryservices@lsua.edu](mailto:auxiliaryservices@lsua.edu). Please include all documents and information in one email (except the photo which will be uploaded through myLSUA).

- Your Student ID Number (found in Self-Service\Profile Tab\Account Information. Put a P in front and exclude dashes – ex: P000xxxxxx)
- A screenshot of your schedule from Self-Service as proof of current enrollment
- A photo copy/scan of your valid government issued identification (driver's license, passport, etc.)
- A passport quality photo for your ID card that meets the following criteria: (submitted through MyLSUA)
  - Face and shoulders only from a forward/straight angle
  - Against a solid white/lightly colored background that contains NO patterns/textures
  - No head covering accessories (hats, decorative scarfs, sunglasses, etc.)
  - Must show full face in good light (i.e. no shadows)

To submit a photo for your ID you will use the following steps

- Log into myLSUA
- Click the dropdown arrow at far right on top menu (in purple bar)
- Click Profile
- Click Change Picture
- Click Select Picture
- Check box “Send to OaKcard Office to use on your OaKard”

NOTE: If you wish to have your ID card mailed to an address that is not on your legal ID, please note that in the email containing these documents.

Once these documents have been submitted to our office, we will be able to generate an ID card for you and prepare it for delivery.