

**From:** [LCOM Curriculum Services](#)  
**To:** [StudentCOMServices](#)  
**Cc:** [LCOM Curriculum Services](#); [CATcard Service Center](#)  
**Subject:** ACTION REQUIRED (07/31 noon deadline) - Post a Photo to the UVM CATCard Office for Your University ID Badge  
**Date:** Wednesday, July 12, 2023 12:32:51 PM

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Hello members of the Class of 2027,

We CANNOT WAIT to welcome you home, to the Larner College of Medicine on Monday, August 07. You will start your orientation course with an in-person check-in/registration process. As part of that process, we look forward to issuing your [UVM CATcard/ID](#). This card will provide you with all-hours access to our Medical School buildings, some local student discounts, and more! Your ID becomes active on your first day of medical school, August 07, 2023 (students enrolled in Jumpstart VIC may have special access approval granted via their course director).

For us to have your card ready for you first thing, Monday morning, on August 07th, if you do not pick it up prior to orientation, **we will need you to upload your ID photo to the UVM CATcard Office System**. Instructions for how to complete this process are below and posted on the [UVM CATcard Office Card WEBCard Center Page](#). You will need to **bring a government-issued ID to your Orientation Week registration/check-in**.

You can also visit the [CATCard Office](#) any time prior to July 31 to secure your ID yourself, if you prefer. If you do not pick up your ID in advance, please follow the instructions below and remember to **bring a government-issued ID to your Orientation Week registration/check-in**.

## **CATcard Info - PLEASE REVIEW THESE INSTRUCTIONS CAREFULLY**

Your CATcard is your key to life on the University of Vermont campus! You can use it for classroom, library, and fitness center access and it even functions as a bus pass for the Green Mountain Transit Authority – our local public transportation service. It is also important to always wear your badge when you are campus, for security and safety.

Please note: You will be unable to access our classrooms or buildings without your UVM ID/Badge.

**No later than noon (12pm EST), on Monday, July 31**, you must complete the photo upload steps outlined below. If you do not, we will not have your UVM CATcard ready for you on Monday morning, at your orientation check-in/registration. We worked closely with the UVM CATcard Office to establish this process and timeline to ensure we are able to print and provide your cards on your first day of orientation.

1. Gather the following items and information:

a. Your UVM student ID number – it is 9 digits and starts with 95\_\_\_\_\_. Please note, your UVM Student ID number and your Network ID (NetID) are **different**.

i. If you do not know your UVM student ID number, go to the [UVM Main Campus homepage](#)

ii. Click on the dark green myUVM button at the top right of the page ([myUVM Portal](#))

iii. You can log in using your UVM NetID and password to retrieve your Student ID number – the number will be under your student tab, under “Your Personal Information,” you can click the link “view your 95 number.”

1. If you are unfamiliar with your NetID is, you can visit [the UVM NetID page](#) for more information

2. If you need to active or reset your NetID password you can do so on [the UVM NetID setup page](#)
  3. If you are still experiencing trouble locating your NetID, you can call 802-656-2006.
- a. PIN number: this is your 6-digit birthday in MMDDYY format
  - b. A valid email address (does not need to be your UVM email address)
  - c. A password (this is not preset; you will be asked to select one on your own)
  - d. A full color, in focus, sufficiently lighted photograph against a solid white background with no designs or patterns
    - i. The photo must be a full face, front view of the cardholder, no profiles or angles
    - ii. Make sure the top of your head is not cut off; make sure it is clearly visible
    - iii. As a guide, the distance from the base of your chin to the top of your head must occupy between 70% and 80% of the height of the photo
    - iv. You must appear in normal street attire (no costumes) without a hat or other headgear; you cannot wear dark glasses
    - v. The photo must be of only you (cardholder only; no family, friends, animals, objects, etc. are permitted)
    - vi. The CATcard Office reserves the right to not accept a photo
    - vii. Please Note: Once your submitted photo is accepted the card is sent to print. If card is already printed and another photo is requested there is a \$10.00 replacement charge.
2. Once you have gathered these items, visit the [WEBcard Center](#) to submit your information and photo **no later than Noon EST, on Monday, July 31.**
  3. **On Monday, August 07:**
    - a. **IMPORTANT NOTE:** You will need to have a government-issued ID to you pick up your UVM ID Badge at orientation (Driver's license, Military ID, Passport, etc.). This is required per UVM CATcard Policy and Procedures.
    - b. We will have a welcome station, where someone from our team will be distributing UVM CATcards.

If you have not followed the steps above, you be unable to pick your UVM CATcard up on the Monday of Orientation, and we will have to work with the CATcard Team to schedule a special plan for securing your school ID outside of your curriculum (this is pretty tricky during regular academic hours).

- Get your CATcard on your Smartphone! iPhone and/or and Apple Watch? You can also [get your CATcard on your phone](#), which then provides you all of the same access as your UVM ID (including door access).
- Android phone? Check out this [Knowledge Base article](#) about how you can get your CATcard on your Android.

Please do not hesitate to reach out to us with any questions, or if we can be of assistance. We are happy to help where and when we can.

### **Curriculum Team and Medical Student Services Team**

Office of Medical Education

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