

**From:** [StudentCOMServices](#)  
**To:** [StudentCOMServices](#)  
**Cc:** ["CATcard Service Center"](#)  
**Subject:** ACTION REQUIRED (08/02 noon deadline) - Post a Photo to the UVM CATCard Office for Your University ID Badge  
**Date:** Thursday, July 22, 2021 10:00:00 AM  
**Attachments:** [image001.png](#)  
**Importance:** High

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Hello Members of the Class of 2025,

We CANNOT WAIT to welcome you home, to the Larner College of Medicine on Monday, August 09. 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 09, 2021.

In order for us to have your card ready for you first thing, Monday morning, on August 09<sup>th</sup>, **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](#).



### **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 wear your badge at all times, when you are campus, for security and safety.

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

**No later than noon (12pm EST), on Monday, August 02**, 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.
- b. **PIN number:** this is your 6 digit birthday in MMDDYY format
- c. A valid email address (does not need to be your UVM email address)
- d. A password (this is not preset; you will be asked to select one on your own)
- e. A **full color, in focus, sufficiently lighted photograph against a solid 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, August 02.**
3. **On Monday, August 09:**
- i. **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.
  - ii. 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 academics, and will surely be even trickier during “academics under COVID-19”).

Do you have 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).

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.

So excited!

All our best,

**The Medical Student Services Team, in collaboration with The UVM CATcard Team**

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