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## HOW TO ORDER YOUR BRENAU ID CARD

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Brenau University students may request an identification card at any time and from any location in the world using a website. The purpose of the Brenau University ID card is to allow for convenient use of campus resources, Brenau dining facilities, and even student discounts from local vendors that might provide them. Please be aware that there is a small charge plus shipping for the ID card that is payable directly to the vendor.

### BEFORE CREATING YOUR ID CARD

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Before visiting the web site to request your Brenau identification card, you need to have a couple of resources readily available:

- ◆ A digital photo of your face in JPG or GIF format (typically the same formats you use when uploading a picture to Facebook)
- ◆ A credit or debit card to pay for the cost of the ID card and shipping (Visa, Mastercard, Discover, Amex, Diners Club)

### CREATE YOUR ID CARD USING THE FOLLOWING STEPS

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1. Navigate to this web site: [http://www.fullidentity.com/BrenauUniversity/Main\\_Brenau.aspx](http://www.fullidentity.com/BrenauUniversity/Main_Brenau.aspx)
2. Enter your Brenau email address. (Note: all student email addresses end in @tiger.brenau.edu)
3. Go to <http://mail.brenau.edu> and check your email for receipt of the activation email sent to you from FullIdentity.com. Click on the link to proceed with the ID creation process.
4. Enter your profile information.
5. Upload a picture for your ID. (The picture must be JPG or GIF format – which is usually the default format for most digital cameras. Please use a picture that shows a clear view of your face from your shoulders to the top of your head if possible.)
6. Review your uploaded image. If it is acceptable, click YES. Otherwise, click NO and upload another file.
7. Select your shipping method.
8. Enter your shipping/billing information including shipping address, billing address, and credit/debit card information.
9. Print your “Temporary ID” to use until your official Brenau ID arrives in the mail. For security reasons, the temporary ID does not include a barcode but the card does contain a 5-digit text portion of the barcode for manually keying into the dining hall point of sale systems.

**That’s it! You have completed the Brenau ID card process. Your official ID should arrive in the mail soon. Feel free to use your temporary ID until then.**



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## E2CAMPUS EMERGENCY ALERT SYSTEM

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Brenau University has an emergency notification system that enables the school to send urgent news to you in the form of text messages, email, and other methods. Once you sign up for the service, the school will be able to contact you with timely information about critical events on or near campus.

**information can save lives | it's up to you to get it**  
click here to register your cellphone for texts & your non-Brenau email



### FOLLOW THESE STEPS TO GET YOUR ALERTS

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1. Direct your web browser to <https://brenau.omnilert.net/>
2. Click “sign up” from the login page
3. Fill out the sign-up form

### PLEASE KEEP THE FOLLOWING IN MIND WHEN YOU SIGN UP FOR THE SERVICE

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- ◆ When you sign up for the service, you will also be asked for an “opt-out date.” This is the date when you would like to be removed from the system automatically. For students, this would be your expected graduation date.
- ◆ There is no charge to the student for this service however you may be responsible for any text messages charges depending on your cell plan.