



## NSU Sharkcard Process

All students, faculty and staff are to apply and submit their picture electronically. The picture must be a headshot, like a passport picture. (i.e. forward facing against a light solid color background, no filters or funny faces, no head coverings unless for religious reason, no eyeglasses unless its prescription, etc.). The picture should be saved as a JPEG.

- 1) Access link, <https://www.nova.edu/nsucard/apply/index.html>
- 2) Complete NSU Card Agreement,  
<https://www.nova.edu/nsucard/forms/campuscardagreement.pdf>
- 3) Then go back to <https://www.nova.edu/nsucard/apply/index.html> and click LOGON
- 4) Complete Shark request Form. See example below.

### SHARKCARD REQUEST FORM

NSU ID: N01598022	Last Name: Griffith	First Name: Chandra
Email: cnewman@nova.edu NSU email only	Phone: * 904-245-8913	Gender: Female
Address: 675 Corporate Center Parkway	City:	
State: ▼	Zip Code: ▼	
Card Type: ▼		

Requesting a New or Replacement Card (Replacement cards will incur a charge of \$25 regardless of the reason. By submitting this form you hereby consent to the charge being billed to your account)

**SUBMIT INFORMATION**

- 5) Card Type New
- 6) Check agreement
- 7) Press submit
- 8) You will receive an email that is encrypted within 24-48 hours. The email will provide you directions on how to upload your picture.

*Failure to follow picture guidelines will lead to your picture being rejected. If your picture fails to meet the guidelines, an email will be sent notifying you.*