

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: <input type="text" value="N01598022"/>	Last Name: <input type="text" value="Griffith"/>	First Name: <input type="text" value="Chandra"/>
Email: <input type="text" value="cnewman@nova.edu"/> <small>NSU email only</small>	Phone: * <input type="text" value="904-245-8913"/>	Gender: <input type="text" value="Female"/>
Address: <input type="text" value="675 Corporate Center Parkway"/>	City: <input type="text"/>	
State <input type="text"/>	Zip Code: <input type="text"/>	
Card Type: <input type="text"/>		

- ☒ 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 you picture.

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