

IMPORTANT NOTICE:

Murray State has a new official ID.
All IDs are being reissued August 2009
to include the M#.

New IDs

Timetable for Re-Carding Murray State

Returning Students: Your picture should be on file with the RacerCard Office.* All you need is your current ID to exchange for your new card at the appropriate time and place - see below.

New Students: If you did not have a picture taken at Summer O, you must have a picture taken at the RacerCard Office. Know your M # and bring a photo ID, such as a driver's license.

- July **All cards deactivated.** Until new cards are distributed in August, current cards may still be used for identification purposes and transactions will be completed manually.
- Faculty and Staff who frequently use their IDs should make all possible efforts to ensure the RacerCard Office has their picture on file* before the transition to student card updates in late July and August. Photos will be taken in person at the RacerCard office and accepted by e-mail to racercard@murraystate.edu. Include your M# in your e-mail or have it on hand when you visit the office. You may find your M# on myGate. If a photo is not on file for you, you will NOT receive an automatic replacement at the staff luncheons. *Students may NOT e-mail an ID photo. All student photos must be taken in person by RacerCard staff.*
- August 3 - 7 Faculty and staff who will NOT attend the Staff and Professional Staff luncheons may pick up their cards during regular business hours at the RacerCard Office. Please bring your current Murray State ID to exchange for your new one.
- August 4 Faculty/staff cards distributed at luncheon*
August 14 Faculty/staff cards distributed at luncheon*
*If the RacerCard is not a day-to-day necessity for you and you did not receive one at your luncheon, please help us reduce the crowds and confusion by waiting to take a picture and pick up a new card. The RacerCard staff will be better equipped to personally address your needs after the mass distribution (to be completed by September).
- August 12 Distribution of student cards begins.
All returning students must present their current card to receive a new replacement card.
Students living on campus will receive their cards along with room keys at check in.
Commuters may pick up their cards on the first floor of the Curris Center. A distribution center for commuters will be set up Wednesday, Aug. 12 through Friday, Aug. 21.
Curris Center Distribution Hours (commuters only):
10a.m. – 6p.m. Wed. 8/12 through Friday 8/21
1 – 6p.m. Sunday 8/16
- Aug. 20 All students must have a new ID to access their meal plan. Starting with lunch Aug. 20, those not having their new ID will be sent to the RacerCard Office to get a new card before they can use their meal plan.
- August 24 RacerCard staff will continue to distribute and take photos for faculty, staff and student cards in the main office, 101 Curris Center, during normal business hours: 8a.m. – 4:30p.m. Monday through Friday. New students must know their M # and bring a photo ID (such as a driver's license) to receive their RacerCards.

*An extremely small percentage of campus may not have a picture on file due to past technical errors. When these individuals report to pick up a card, they will be directed to the RacerCard Office to take a picture and immediately have a card created.

The RacerCard Office is making every effort to ensure a smooth transition to the new official Murray State ID.
Thank you for your patience and cooperation. Additional Information is posted online at
www.murraystate.edu/dining/racercard