# Student Life & Leadership

Spartan Pass ID Card – Virtual Process

1. **PURCHASE your Spartan Pass ID Card on [SURF](#) for $6 per semester.**
   a. SURF>Financial Account>MCC CASHNet Payment>Make a Payment>Student ID

2. *PREFERRED NAME* Spartan Pass ID Card will use the Preferred Name you have listed in SURF.
   a. If you update your Preferred Name on the same day you submit your Spartan Pass ID Card request, please add your Preferred Name in the comment section of the form. *See instructions on page 3 of this document on how to update your Preferred Name in SURF.*

3. **SUBMIT your request for a Spartan Pass ID Card at [MiraCosta.edu/Engage](#)**
   a. SURF ID and password are required to log in.
   b. Once logged in, open the menu on the top left of the page, click on FORMS > Spartan Pass/Nursing ID Card Request
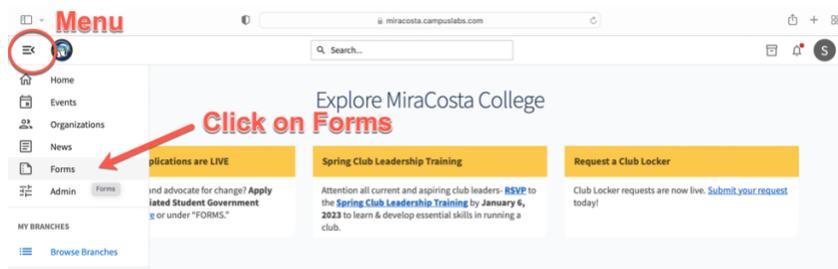
4. **SELECT to have your card MAILED or PICKED UP in person.**
   a. If you select mail, your Spartan Pass ID Card will be mailed to the current address on file in SURF.

5. **UPLOAD A PICTURE.**
   a. Before submitting your picture, please review the picture requirements/guidelines below.
      i. The student should be centered in the photo and looking straight ahead at the camera.
      ii. The photo should be framed horizontally from the shoulders to the top of the head.
      iii. An uncluttered background is preferred.
   iv. The photo should be in color (black and white images will not be accepted) and in JPEG format.

> v. No hats, sunglasses, costumes, pets, hand gestures, props, filters, or scanned images are allowed.

6. **UPLOAD PROOF OF IDENTIFICATION**. Upload one of the acceptable forms or alternatives below:
   a. Driver's License, State Issued ID, or Passport (expired will be considered)
   b. Alternative forms that may be submitted for consideration may include but <u>are not limited to</u>:
      i. High School ID Card
      ii. High School transcript with picture
      iii. Costco card with a picture
      iv. Bank or credit card with a picture
      v. Photo from yearbook
      vi. International ID
   c. Admissions & Records Verifying Student Identity Protocol – must provide answers from both sections. Students can write down answers and upload a picture or document.
      i. Standard 3 questions (1 & 2 are required)
         1. What is your last name?
         2. What is your date of birth?
         3. What is the last 4 of SSN? (exception – pseudo SSN assigned)
      ii. Questions known only to student (at least 2 of the following)
         1. What are the last 2 addresses in our system?
         2. List either courses enrolled in currently or courses taken last semester.
         3. What are the prior schools attended?
         4. What is the Email address on file in SURF?
         5. What is the telephone number or numbers on file in SURF?
         6. What building was/is your [PICK A CLASS FROM CURRENT/FORMER SEMESTER] in?
         7. What is/was the name of your instructor for [PICK A CLASS FROM CURRENT/FORMER SEMESTER]?

7. **UPLOAD RECEIPT/PROOF OF PAYMENT** to expedite your request, please attach a copy of your receipt to the request. *You may upload a pdf of a screenshot of your receipt.*

8. **QUESTIONS?** Please email SLL@miracosta.edu

<mark>HOW TO UPDATE/ADD YOUR PREFERRED NAME</mark>

At the <u>SURF</u> home webpage, select the **Log In** tile.

- Enter your **SURF ID** and **Password** on the MiraCosta Portal Login prompt.
- Select the **Login** button.

At the Student Center screen, select the **Profile** tile.
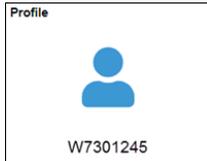
On the left pane select the Personal Details

- Verify your Personal Details.
- To edit your Preferred name, click the **Preferred** row. Edit the respective fields' content and click **Save**.
    - Note: **Preferred Name** is the name that will appear on class rosters and elsewhere in the system where your Primary (legal) name is not required.

<mark>HOW TO PRINT A RECEIPT (STUDENTS FEES RECEIPT)</mark>

There are a couple of options to print fee receipts:

<mark>OPTION 1</mark>

At the <u>SURF</u> home webpage, select the **Log In** tile.

- Enter your **SURF ID** and **Password** on the MiraCosta Portal Login prompt.
- Select the **Login** button.

At the Student Center screen, select the **Financial Account** tile.

On the left pane select **Payment History**.

If prompted, select the **Filter** button to select the desire payment history range.
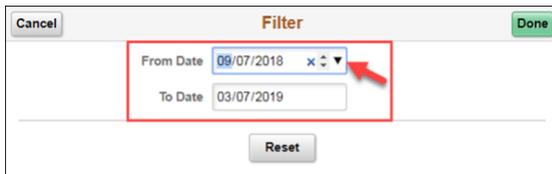
Otherwise, your current payment history will display. Select a **payment** item to view its **breakdown.**

Payment Breakdown	Term	Applied Payment Amount
Charges Paid on 12/06/2018 by PAYMENT - Web Credit Card		×
Transcript Fee	Fall 2018	1.00
Total Payment Amount		**1.00**

Use your browser to print the respective page.

<mark>OPTION 2</mark>

At the <u>SURF</u> home webpage, select the **Log In** tile.

- Enter your **SURF ID** and **Password** on the MiraCosta Portal Login prompt.
- Select the **Login** button.

At the Student Center screen, select the **Financial Account** tile.
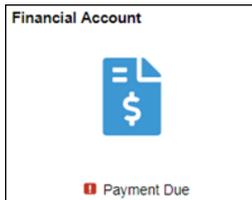
On the left pane select **Account Services > Account Activity**.

- Adjust the "From" and "To" dates
- Select **go**

Use your browser to print the respective page.