



ID Card Agreement Form

Please print your Name and BannerID below, then sign and date the form at the bottom

Name:

OSU Banner ID: A

Terms and Conditions

All individuals requesting an OSU ID Card must complete and sign an ID Card Agreement form.

Completion of this form constitutes an acknowledgement of the cardholder's rights and responsibilities with respect to their official university identification card as well as rights and responsibilities with respect to the Computer Account and Use Policy Notice and Agreement below.

The OSU ID Card is the property of Oklahoma State University and is non-transferable. It should be carried at all times and presented to University officials upon request. Unauthorized use warrants confiscation and/or disciplinary action. Your card should not be surrendered to anyone except ID Services staff or the OSU Police. Information Technology is not liable for financial loss of criminal repercussions associated with lost, stolen, damaged or fraudulently used cards.

OSU ID Card General Policies

Your first card is issued at no cost to you. If this card, or subsequent cards are lost, stolen or mutilated you may be charged for the replacement cost of a new card. **Protect your card since it can be used to charge campus purchases to your Bursar account.** It is the responsibility of the cardholder to report a lost or stolen card immediately! To report a lost or stolen OSU ID Card, call 405-744-8434 as soon as possible. If your card is lost, you will need to have another made with a new issue date and card number. This new card number deactivates the lost card. Do not try to use an ID Card that has been reported as lost or stolen!

Your OSU ID Card does not expire until you are no longer associated with OSU. If you leave the University, you should keep your OSU ID Card since it will be valid for campus privileges if you return to the University as an employee or enrolled student. Individuals who return to OSU and do not have their current card may be charged a replacement fee if their break in services has been less than one year.

By signing this agreement, you are indicating you will read and abide by all policies with regard to the use of your OSU ID Card. Policies and procedures are posted on the IT website at <http://it.okstate.edu>.

Computer Account and Use Policy Notice and Agreement

As a member of the Oklahoma State University (OSU) community, I agree to and understand the following: I understand that access to university computer facilities is a privilege, and may be revoked at any time without notice at the sole discretion of the OSU Chief Information Officer or their authorized representatives. I declare that I shall read and abide by all policies and procedures as indicated on the IT website at <http://it.okstate.edu/policies> and it is my responsibility to keep myself fully cognizant of and aware of these policies. Such a responsibility also includes seeking clarifications from the appropriate authorities in case of doubt or ambiguity.

Signature _____ Date _____