

ID Card Procedures

ABOUT THE NEW RIVER ID CARD

In 2021, the entire ID Card system was replaced with new ID Card printers at each campus location and a new online system to manage the ID Card printers. This online system also enables users to submit photos remotely when they request an ID Card, which means an ID Card can be requested and created without needing to be on campus to take the photo or to submit the request.

To receive the ID Card, users must pick up the ID Card from the **designated ID Card office on a New River campus**.

Some local vendors give discounts if you present your New River ID Card. Please check with your area vendors to find out more. Some clinical students must have a New River ID Card to gain entry to clinical sites. Employees at the Raleigh County Campus can use their New River ID Card to gain entry to the building. All students and employees may request a New River ID Card.

SELF-SERVICE ID CARD REQUESTS

Students, employees, and even vendors who may need an ID Card may request one online by providing the information required for the ID Card and the link below for the ID Card system.

1. Full Legal Name (first name, middle initial, and last name)
2. New River 9-Digit ID Number
3. Date of Birth
4. Campus
5. Position (student or faculty/staff)
6. Photo

New River ID Card System

<https://myphoto.newriver.edu>

PICKING UP PRINTED ID CARDS

The ID Cards will be printed to the Campus (provided below) and must be picked up in-person. Designated staff members (at each campus location) who assist with issuing the ID Cards, will verify the identity of the person receiving the ID Card and then issue it. These individuals ensure that the card is securely stored until it is issued directly to the user.

The following designated New River employees will issue cards at each campus location:

1. Tracy Mauro (**ATC**) (tmauro@newriver.edu)
 - Front Desk, Main Building, Advanced Technology Center, **Ghent**, WV 25843
 - 304-929-3300
2. Sandra Dixon or Wanda Johnson (**GVC**) (sdixon@newriver.edu or wjohnson@newriver.edu).
 - Front Desk, Main Building, Greenbrier Valley Campus, **Lewisburg**, WV 24901
 - 304-647-6560 or 304-647-6710
3. Billy Hazelwood (**MCC**) (bhazelwood@newriver.edu)
 - Front Desk, Mercer County Campus, **Princeton**, WV 24740
 - 304-425-5858
4. Sonja Cool (**NCC**) (scool@newriver.edu)
 - Front Desk, Main Building, Nicholas County Campus, **Summersville**, WV 26651
 - 304-872-1236
5. Help Desk (**RCC**) (itsupport@newriver.edu)
 - Room 120, Raleigh County Campus, **Beaver**, WV 25813
 - 304-929-6725

ID CARD ADMINISTRATION

To manage the New River ID Card system, specific Help Desk employees have been designated as Administrators of the New River ID Card system. Two key Administrators of the ID Card System are Gary Davis and Jason Garris who serve as Data Owners. These individuals manage the approval of submitted information (with photos), they verify and standardize data that have been entered, they print the ID Cards to the designated campus location, and they grant appropriate access privileges to assistants who help manage and support the ID Card system using this link:

New River ID Card System Administration

<https://myphoto.newriver.edu/admin/signin.aspx>

For questions and assistance, please contact the New River Help Desk (itsupport@newriver.edu or 304-929-6725)